



Board Retreat OF THE BOARD OF DIRECTORS

Saturday, July 25, 2026 - 8:30 AM
Oregon Center for Creative Learning
111 N. Fir Street
Medford, OR 97501

AGENDA

- 1. Call to Order / Roll Call**
- 2. Consent Agenda**
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 - b. Minutes from previous meetings 4
- 3. Board Retreat Topics 14**
 - a. Board / Superintendent Team
 - b. Board Governance and Roles
 - c. Communication
 - d. Board / Superintendent Goals
- 4. Recess for Lunch**
- 5. Board Retreat Topics (continued)**
 - a. Superintendent Evaluation Process 20
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 - e. OSBA Annual Convention and Training Options 175
 - f. Youth Voices Rising Summit
- 6. Adjournment**

We welcome all attendees and are here to help accommodate requests for participation. Requests for interpretation, translation services, an interpreter for the hearing impaired, or other accommodations can be made in advance (48 hours) by emailing the [Superintendent's office](#) or by phone at 541-842-3621.



EXECUTIVE SUMMARY

Meeting Date:	July 25, 2026
Agenda Item:	Staff Assignment Report
Item Type:	Report
Administrator:	Michael Campbell
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 25, 2026**

Recommendation for election to the position of Administrator for the 2026-27 school year:

Employee Name	School/Location	Position	
Hardin, Holly	Hoover Elementary	Assistant Principal	8/4/2026

Recommendation for election to the position of Teacher for the 2026-27 school year:

Employee Name	School/Location	Position	
Brasseur, Raubaix	Abraham Lincoln Elementary	SPED Teacher	8/20/2026
Clark, Jennifer	Wilson Elementary	SPED Teacher	8/20/2026
Fry, Elise	Innovation Academy	SPED Teacher	8/20/2026
Goerisch, Hayley	Special Education/KUA	SPED Teacher	8/20/2026
Hanson, Eryk	Oak Grove Elementary	SPED Teacher	8/20/2026
Hobgood, Heidi	Kennedy Elementary	SPED Teacher	8/24/2026
Hungerford, Reed	South Medford HS	Social Studies Teacher	8/20/2026
Lee, Jolie	North Medford HS	ELA Teacher	8/20/2026
Manzanarez Sanchez, Jennifer	Oakdale Middle School	Sped Teacher	8/20/2026
Medina-Duarte, Emily	Abraham Lincoln Elementary	ELD Teacher	8/20/2026
Metcalf, Allison	North Medford HS	Science Teacher	8/20/2026
Muffler, Andrew	North Medford HS	SPED Teacher	8/20/2026
Noon-Toledo, Tonya	North Medford HS	Blended Learning Teacher	8/20/2026
Perkins, Samantha	Oakdale Middle School	ELD Teacher	8/20/2026
Revers, Kailey	Oak Grove Elementary	Social Emotional Learning Advoc	8/20/2026
Schmidt, Derrik	North Medford HS	Science Teacher	8/20/2026
Sensabaugh, Elise	Lone Pine/Hoover	ELD Teacher	8/20/2026
Swenson, Ben	North Medford HS	ELA Teacher	8/20/2026
Taylor-Matser, Joanneke	Hoover Elementary	SPED Teacher	8/20/2026
Walls, Liam	South Medford HS	Math Teacher	8/20/2026

Resignations:

Employee Name	School/Location	Position	Effective Date
Benter, Byron	South Medford HS	ELA Teacher	6/5/2026
Christopher, Sierra	Oakdale Middle School	Teacher - Language Arts	6/5/2026
Curtis, Kacy	South Medford HS	SPED Teacher	6/8/2026
Gassman, Stephanie	Jefferson	Teacher - Kindergarten	6/5/2026
Hawkes, Elizabeth	South Medford HS	Teacher - Science	6/5/2026
Headings, Gabrielle	JDEP	Teacher	6/30/2026
Kelly, Gabrielle	Hoover Elementary	Social Emotional Learning Advoc	6/30/2026
Lake, Christian	North Medford HS	Teacher - Math	6/5/2026
Maldonado, Freddy	South Medford HS	Blended Learning Teacher	6/17/2026
McCauley, Michelle	Oak Grove Elementary	SPED Teacher	6/30/2026
Smith, Brian	North Medford HS	Teacher - Social Studies	6/5/2026
Smith, Cort	JDEP	Teacher	6/30/2026
Webb, Rita	Oakdale Middle School	Teacher - PE/Health	6/5/2026

Reduction in Force:

Employee Name	School/Location	Position	Effective Date
Reed, Janel	District Office	Comp & Prof Practices Officer	6/30/2026



EXECUTIVE SUMMARY

Meeting Date:	July 25, 2026
Agenda Item:	Consideration for approval of minutes from previous meetings
Item Type:	Minutes
Administrator:	Jeanne Grazioli, Jodi Fahy
Objective:	Approve meeting minutes

Background: School Board policies BDDG and BDDC indicate the Board shall provide for the taking of written minutes of all its meetings, and that the minutes shall be available to the public after approval by the Board.

Additional Materials: Draft minutes for the June 11 Work Session and the June 18 Special Board meeting.

Recommendation: Approve the minutes included with the consent agenda.

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



Work Session of the Board of Education

Thursday, June 11, 2026 5:45 PM

Oakdale Middle School Room 230
815 S. Oakdale Ave.
Medford, OR 97501

Board members present: Lilia Caballero, Kendell Ferguson, Erik Johnsen, Sandra LaNier McHenry, Sunny Spicer, Michael Williams, and Angela Zbikowski

A video recording of the Board meeting can be found on the district website at [this link](#). The slide presentation can be viewed by clicking on Extras listed next to the meeting at [this link](#).

1. Call to Order / Pledge of Allegiance / Roll Call

Board Chair Kendell Ferguson called the meeting to order at 5:45 PM, led the Pledge of Allegiance, confirmed a quorum through roll call, and welcomed attendees.

2. Agenda Adjustments and Approval

A motion was made by Johnsen and seconded by LaNier McHenry to add agenda item 8.b. to consider canceling the June 25 meeting.

Roll call vote: LaNier McHenry: Yea, Johnsen: Yea, Caballero: Yea, Zbikowski: Yea, Spicer: Yea, Williams: Yea, Ferguson: Yea

Result: Motion passed (Yea: 7, Nay: 0)

3. Recognitions

3.a. Student Athlete State Champion

South Medford High School Assistant Principal/Athletic Director Patrick Grady recognized student-athlete Alexis Uschold for her outstanding achievement of winning the State Championship in tennis. Uschold was unable to attend the meeting, and her mother accepted a Certificate of Recognition on her behalf.

4. Recess

The Board elected to proceed with the agenda without taking the scheduled recess.

5. Consent Agenda

The following items were presented on the consent agenda: Staff Assignment Report and Minutes from Previous Meetings.

No objections were raised. The consent agenda was approved by unanimous consent.

6. Public Hearing for FY2026-27 Budget

Chair Ferguson opened the public hearing for the FY2026-27 Budget. No one signed up to speak. The public hearing was closed.

7. Work Session Items

7.a. Charter School Contract Renewal Review

7.a.1) The Valley School of Southern Oregon

The Board reviewed the proposed Valley School Charter contract and discussed recommendations developed through a collaborative committee process involving charter school representatives, School Board members, and District staff. Committee members reported productive discussions and noted that, while funding was a point of tension, the parties reached a positive outcome and maintained a strong partnership. Staff highlighted The Valley School's unique educational model, recent program expansion, and the challenges faced by small charter schools, including staffing, facilities, and operational costs.

The Board engaged in an extensive discussion regarding a proposal to increase The Valley School's funding allocation over a three-year period. Supporters cited the school's financial constraints, facility needs, staff retention challenges, and academic outcomes, while others expressed concern about the District's own financial pressures, declining enrollment, unfunded mandates, and the potential precedent for other charter schools. Board members also reviewed historical charter funding criteria and discussed whether those criteria remain equitable and relevant. Following discussion, the Board conducted an informal poll and reached consensus not to include the proposed additional funding language in the contract. The contract will be brought back at a future meeting for Board approval.

7.a.2) Logos Public Charter School

The Board reviewed the proposed Logos Charter contract and discussed the recommended contract term and related language. Staff explained that the proposed 10-year agreement was based on the stability of the partnership over the past decade, while also including provisions allowing for financial review and potential reopening of the agreement if concerns arise. Staff noted that Logos has remained compliant, transparent, and responsive through audits, budgeting processes, and required reporting. The Board also reviewed specific contract language and received

clarification regarding financial reporting requirements and other provisions.

The Board discussed the benefits and potential concerns of extending the agreement from five to ten years, including continuity of the partnership, leadership transitions, and the strength of existing termination provisions. Board members acknowledged Logos' positive relationship with the District and successful contract negotiations, while considering whether a shorter term would provide additional flexibility. Following discussion, the Board conducted an informal poll regarding a five-year versus ten-year contract term. The Board supported maintaining the proposed 10-year agreement, and the contract will be brought forward at a future meeting for approval.

7.b. School Board Policies - *first reading*

The Board reviewed the policy packet presented for first reading. During discussion, the Board considered Policy BBE – Vacancies on the Board, including whether additional language should be added to address situations where a vacancy occurs near an election. A Board member proposed revising the policy to provide guidance on potentially postponing an appointment to allow voters an opportunity to participate in the selection process. The Board discussed election timelines, appointment requirements, and the balance between allowing voter input and ensuring the Board has sufficient membership to effectively conduct business.

Following discussion, the Board agreed to remove Policy BBE from the first reading packet for further review and discussion at the Board Retreat. The remaining policies in the packet were moved forward for consideration at the next Board meeting.

8. Board Action Item

8.a. Budget Calendar Update

A motion was made by Caballero and seconded by LaNier McHenry to approve the revised budget calendar as presented, moving the budget adoption to the June 18 Special Board meeting.

**Roll call vote: Spicer: Yea, Williams: Yea, LaNier McHenry: Yea, Caballero: Yea, Johnsen: Yea, Zbikowski: Yea, Ferguson: Yea
Result: Motion passed (Yea: 7, Nay: 0)**

8.b. Consider Canceling the June 25 Board Meeting

A motion was made by Johnsen and seconded by Caballero to cancel the June 25 Board meeting.

Discussion: The Board discussed the proposed cancelation of the June 25 Board meeting. It was noted that the business originally scheduled for that meeting had been moved to the June 18 Special Board Meeting, eliminating the need for the additional meeting. In response to a question regarding quorum, it was confirmed that four Board members had indicated they would be available to attend the June 25 meeting. Discussion clarified that while a quorum would be present, the cancelation was being considered due to the lack of remaining business requiring Board action.

Roll call vote: Johnsen: Yea, Caballero: Yea, LaNier McHenry: Yea, Spicer: Yea, Williams: Nay, Zbikowski: Yea, Ferguson: Yea
Result: Motion passed (Yea: 6, Nay: 1)

9. Announcements

Chair Ferguson noted the Special Board Meeting scheduled for June 18.

10. Adjournment

With no further business, the meeting was adjourned at 6:50 PM.



Special Board Meeting of the Board of Education

Thursday, June 18, 2026 6:00 PM

Oakdale Middle School Room 230
815 S. Oakdale Ave.
Medford, OR 97501

Board members present: Lilia Caballero, Kendell Ferguson, Erik Johnsen, Sandra LaNier McHenry, Sunny Spicer, Michael Williams, and Angela Zbikowski

A video recording of the Board meeting can be found on the district website at [this link](#). The slide presentation can be viewed by clicking on Extras listed next to the meeting at [this link](#).

1. Call to Order / Pledge of Allegiance / Roll Call

Board Chair Kendell Ferguson called the meeting to order at 6:00 PM, led the Pledge of Allegiance, confirmed a quorum through roll call, and welcomed attendees.

2. Agenda Adjustments and Approval

No objections were raised. The agenda was approved by unanimous consent.

3. Citizen Comments

Chair Ferguson read the citizen comment guidelines.

Tamara Johnston, The Valley School of Southern Oregon parent, shared The Valley School is a small, community-focused school where students are known, valued, and supported. She highlighted the dedication of staff, responsible use of resources, and commitment to meeting student needs, including special education services and requested support for the charter contract renewal and modest funding adjustments.

Chair Ferguson noted the Board received written comments from Erin Deason Carpenter and Kris Von Wald and thanked those who participated.

4. Consent Agenda

4.a. Annual Designations for 2026-27 School Year

No objections were raised. The consent agenda was approved by unanimous consent.

5. Items for Information and Discussion

5.a. Strategic Planning Summary and Priorities Next Steps

Superintendent Jeanne Grazioli provided an update on the district's strategic planning process, including the development of the district vision, mission, motto, and strategic priorities. She reviewed the planning timeline, community and stakeholder engagement efforts, and the analysis of multiple data sources used to identify three shared priorities: closing student achievement gaps, building trust and relationships, and preserving financial sustainability. Grazioli also reviewed key strategies associated with each priority and discussed the development of aligned Board and Superintendent Goals to support implementation of the strategic plan.

Board members discussed the proposed priorities and strategies, expressing support for the overall direction while emphasizing the importance of staff training and support, student behavior and safety, special education services, family engagement, enrollment trends, effective communication, and building trust with staff, families, and the community. Board members also requested that future goals include measurable outcomes and progress-monitoring tools. Discussion included potential metrics for success, alignment of goals with district priorities, and the importance of establishing clear action steps and accountability measures. The discussion will continue during the upcoming Board Retreat.

6. Recess

The Board elected to proceed with the agenda without taking the scheduled recess.

7. Board Action Items

7.a. FY2026-27 Budget Adoption

Chair Ferguson recapped the Budget Committee meeting dates and process leading up to the FY2026-27 Budget Adoption and opened the floor for a motion to adopt the budget.

Board Director Sunny Spicer, for transparency purposes, disclosed that while her organization is not specifically identified in the budget, she is employed by an organization that could potentially receive funding. Because the organization is not listed in the budget, she stated that she would participate in the discussion and vote.

A motion was made by Zbikowski and seconded by Caballero to approve the Resolution Adopting the 2026-27 Budget as presented.

Roll call vote: Johnsen: Yea, Caballero: Yea, LaNier McHenry: Yea, Spicer: Yea, Williams: Yea, Zbikowski: Yea, Ferguson: Yea

Result: Motion passed (Yea: 7, Nay: 0)

A motion was made by LaNier McHenry and seconded by Caballero to approve the Resolution Making Appropriations for the 2026-27 Budget as presented.

Roll call vote: Zbikowski: Yea, Caballero: Yea, Spicer: Yea, LaNier McHenry: Yea, Johnsen: Yea, Williams: Yea, Ferguson: Yea

Result: Motion passed (Yea: 7, Nay: 0)

A motion was made by Caballero and seconded by LaNier McHenry to approve the Resolution to Impose and Categorize Taxes as presented.

Roll call vote: Williams: Yea, LaNier McHenry: Yea, Johnsen: Yea, Caballero: Yea, Spicer: Yea, Zbikowski: Yea, Ferguson: Yea

Result: Motion passed (Yea: 7, Nay: 0)

7.b. Charter School Contract Approval

7.b.1) The Valley School of Southern Oregon

Chair Ferguson directed attention to the updated contract documents and opened the floor for a motion.

A motion was made by LaNier McHenry and seconded by Spicer to approve The Valley School of Southern Oregon Charter School contract for 2026-2031 to be effective July 1, 2026.

Discussion: Board members discussed potential modifications to the funding proposal and the need for additional financial information before making adjustments. Some members expressed support for the proposal, citing opportunities for students and the importance of supporting charter programs, while others raised concerns regarding consistency with other charter schools and long-term financial impacts. The Board conducted an informal poll and reached consensus not to increase the proposed additional funding in the contract.

Roll call vote: Caballero: Yea, Zbikowski: Yea, LaNier McHenry: Yea, Spicer: Yea, Williams: Yea, Johnsen: Yea, Ferguson: Yea

Result: Motion passed (Yea: 7, Nay: 0)

7.b.2) Logos Public Charter School

Chair Ferguson directed attention to the updated contract documents and opened the floor for a motion.

A motion was made by Caballero and seconded by LaNier McHenry to approve the Logos Public Charter School contract for 2026-2036 to be effective July 1, 2026.

Roll call vote: Zbikowski: Yea, Williams: Yea, Spicer: Yea, LaNier McHenry: Yea, Johnsen: Yea, Caballero: Yea, Ferguson: Yea

Result: Motion passed: (Yea: 7, Nay: 0)

7.c. School Board Policies — *second reading*

A motion was made by LaNier McHenry and seconded by Caballero to adopt, delete, and readopt the policies as presented in the policy packet.

An amendment was presented by Williams and seconded by Johnsen to pull policies BDDD, BCB, and BBAA from the packet for further review and revise policy BG as presented.

Roll call on the amendment: Caballero: Nay, Johnsen: Yea, Zbikowski: Yea, Williams: Yea, Spicer: Nay, LaNier McHenry: Nay, Ferguson: Nay

Result: Motion failed (Yea: 3, Nay: 4)

Roll call on main motion: Johnsen: Yea, Caballero: Yea, Spicer: Yea, LaNier McHenry: Yea, Williams: Nay, Zbikowski: Yea, Ferguson: Yea

Result: Motion passed (Yea: 6, Nay: 1)

7.d. Board Officer Elections for 2026-27 School Year

Chair Ferguson opened the floor for nominations of School Board Chair.

**Caballero nominated Ferguson.
Zbikowski nominated Johnsen.**

Board Directors spoke to their nominations followed by fellow members advocating for their preference for Board Chair of those nominated.

Roll call vote:

Ferguson received four (4) votes in favor (Caballero, Spicer, LaNier McHenry, Ferguson)

**Johnsen received three (3) votes in favor (Williams, Zbikowski, Johnsen)
Ferguson was elected as Board Chair.**

Board Chair Ferguson opened the floor for nominations of School Board Vice Chair.

Spicer nominated LaNier McHenry.

Roll call vote:

LaNier McHenry received six (6) votes in favor (Zbikowski, Caballero, Johnsen, LaNier McHenry, Spicer, Ferguson) and one (1) vote opposed (Williams).

LaNier McHenry and was elected as vice chair.

7.e. Board Meeting Calendar Approval for 2026-27 School Year

A motion was made by LaNier McHenry and seconded by Caballero to approve the School Board meeting calendar for the 2026-27 school year as presented.

Discussion: It was noted that the July 25 Board Retreat would be added to the calendar.

Roll call vote: LaNier McHenry: Yea, Johnsen: Yea, Caballero: Yea, Zbikowski: Yea, Spicer: Yea, Williams: Yea, Ferguson: Yea

Result: Motion passed (Yea: 7, Nay: 0)

7.f. OSEA Contract Ratification

A motion was made by LaNier McHenry and seconded by Caballero to approve the July 1, 2026 – June 30, 2028 OSEA Collective Bargaining Agreement as presented.

Roll call vote: Zbikowski: Yea, Caballero: Yea, Spicer: Yea, LaNier McHenry: Yea, Johnsen: Yea, Williams: Yea, Ferguson: Yea

Result: Motion passed (Yea: 7, Nay: 0)

8. Announcements

Chair Ferguson noted the Board Retreat scheduled for July 25 with the location to be announced.

9. Adjournment

With no further business, the meeting was adjourned at 7:14 PM.

EXECUTIVE SUMMARY

Meeting Date:	July 25, 2026
Agenda Item:	Board Retreat Topics
Item Type:	Discussion
Administrator:	Jeanne Grazioli, Chair Kendell Ferguson
Objective:	Set Governance Goals and Discuss Superintendent Evaluation Process

Background:

The Board retreat will focus on strengthening the Board–Superintendent team, establishing Board governance goals, and building alignment around the Board’s role and responsibilities for the 2026–27 school year. Consultant Mike Scott of RightTime Coaching will facilitate the majority of the retreat. Mike is an executive and leadership coach who specializes in organizational development, behavioral management, and leadership facilitation. He frequently works with educational and administrative teams, as well as school boards throughout the Pacific Northwest, to strengthen leadership practices and organizational effectiveness.

The retreat will include a primary focus on Board goal setting and establishing a clear process for the Superintendent evaluation. Additional topics will include effective communication practices, governance practices, and agenda planning for the upcoming school year.

Additional Materials: Associated communication policies [BBAA](#), [BG](#), and [GBD](#); Slide presentation and additional materials to be provided at the retreat.

Recommendation: N/A

Suggested Motion: N/A

Medford School District 549C

Code: BBAA
Adopted: 5/22/17
Revised/Readopted: 3/11/19; 6/18/26
Orig. Code(s): BBAA

Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. A Board member has the authority to act in the name of the Board only when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business.

When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

Board members may speak on behalf of the Board or district only when specifically authorized to do so. Any other statements do not represent the position of the Board or district. When expressing personal opinions in public, Board members are encouraged to clearly identify the opinions as their own.

All Board members shall maintain awareness of relevant district information and participate in Board functions and professional Board development activities.

All members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Records

Any individual Board member who desires a copy of an existing record may make such a request to the superintendent. Requests involving confidential records or significant staff time will be referred to the Board for approval.

2. Requests for Legal Opinions

Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to a Board Member

When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

4. Board Member's Communication with Administration

No individual Board member may direct the superintendent or other staff to action without Board authorization. No Board member will intervene in the administration of the district or its schools.

5. Contracts or Agreements

All district contracts must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

6. Visits to Schools

Board members may visit schools in accordance with Board policy BG – Board–Staff Communications.

7. Public Meetings Law

All Board members will comply with Public Meetings Law, including participating in an approved¹ training at least once during each term of office.

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services² or local law enforcement.

9. Oregon Ethics Laws

All Board members will adhere to Oregon Government Ethics laws, including filing the statement of economic interest as required by Oregon Revised Statute (ORS) 244.

10. Confidential Information

All Board members will not disclose confidential information received as part of Board service.

11. Other Laws, Policies, Agreements and Procedures

All Board members will follow all laws, Board policies, working agreements, and any other procedures established by the district.

END OF POLICY

¹ Approved by the Oregon Government Ethics Commission.

² (855) 503-SAFE (7233)

Legal Reference(s):

[ORS 192.311 – 192.478](#)
[ORS 192.610 – 192.705](#)
[ORS Chapter 244](#)

[ORS 332.045](#)
[ORS 332.055](#)
[ORS 332.057](#)

[ORS 332.075](#)
[ORS 332.107](#)
[ORS 419B.010](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass’n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement

DFEA - Admissions to District Events

Medford School District 549C

Code: BG
Adopted: 2/16/10
Revised/Readopted: 3/11/19; 10/17/24; 6/18/26
Orig. Code(s): BG

Board-Staff Communications

The Board desires to maintain open channels of communication between itself and the district staff. The basic line of communication will, however, be through the superintendent.

Staff Communications to the Board

All formal communications or reports to the Board or any Board committee from staff members should be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to Board meetings which provide an opportunity to observe the Board's deliberations on matters of district operation.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will provide appropriate communication to keep staff fully informed of the Board's policies, priorities and actions.

Visits to Schools

Official school visits by Board members shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Board members will coordinate with the Board secretary 24 hours in advance and provide the estimated amount of time expected for the visit (not to exceed 1.5 hours), as well as the purpose. The Board secretary will notify the principal as soon as possible, prior to school visits. The Board secretary will inform the other Board members of the request and attempt to coordinate the requested visit so that two to three Board members are able to attend the requested visit, if possible. This does not include officially scheduled Board events organized by the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2405](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Cross Reference(s):

GBD - Board-Staff Communications

KK - Visitors to Schools

Medford School District 549C

Code: GBD
Adopted: 2/15/05
Revised/Readopted: 5/06/19
Orig. Code(s): GBD

Board-Staff Communications

The Board desires to maintain open communication channels between itself and the staff. The basic line of communication will be through the superintendent. This policy does not restrict protected labor relations communications of bargaining unit members. The superintendent will develop and recommend to the Board processes for communications between the Board and district employees.

Communications or reports to the Board or Board committee from any staff member or members should be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district.

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will communicate as appropriate to keep staff fully informed of the Board's concerns and actions.

END OF POLICY

Legal Reference(s):

[OAR 581-022-2405](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Cross Reference(s):

BG - Board-Staff Communications



EXECUTIVE SUMMARY

Meeting Date:	July 25, 2026
Agenda Item:	Agenda Planning 2026-27
Item Type:	Discussion
Administrator:	Jeanne Grazioli, Jodi Fahy
Objective:	Review annual agenda items for 2026-27 and discuss additional items to be prioritized for board meetings and work sessions

Background: The Board annually reviews the schedule of required agenda items for the upcoming school year and identifies additional topics for Board work sessions and regular meetings that align with the Board's goals and district priorities.

Additional Materials: Board Meeting/Work Session Report Schedule 2026–27 and Draft Agenda Planning Meeting Schedule (provided at meeting)

Recommendation: Review the proposed agenda topic schedule and discuss priorities for Board work sessions and regular meeting agenda items for the 2026–27 school year.

Suggested Motion: No formal motion required.



EXECUTIVE SUMMARY

Meeting Date:	July 25, 2026
Agenda Item:	School Site / Program Visit Schedule
Item Type:	Discussion
Administrator:	Jeanne Grazioli, Jodi Fahy
Objective:	Determine school and program site visits for 2026-27

Background:

To support Board members' understanding of district schools and programs, the Board has requested opportunities to visit school sites and programs throughout the school year. During the 2025-26 school year, visits were scheduled at 10 schools along with several program-focused visits. At this meeting, the Board will reflect on the previous year's visits and discuss preferences and priorities for school and program visits during the 2026-27 school year.

Additional Materials:

Draft 2026-27 School Site and Program Visit Schedule (provided at meeting)

Recommendation:

Discuss and identify school sites and programs the Board would like to visit during the 2026-27 school year.

Suggested Motion:

No formal action required.

EXECUTIVE SUMMARY

Meeting Date:	July 25, 2026
Agenda Item:	School Board Policies
Item Type:	Discussion
Administrator:	Board Chair / Board Directors
Objective:	Discuss proposed revisions to policies BBE and CCA

Background:

Policy BBE: At the June 11 Board Work Session, Policy BBE was pulled from the policy packet during the first reading for further review at the Board Retreat. The policy was included in the June 11 packet as part of the OSBA policy update which recommended deleting the old version and adopting the new version. The Board will review and discuss proposed revisions to the policy.

Policy CCA: Due to recent reductions in administrative positions and changes to certain leadership roles, an updated organizational structure will be presented for Board discussion at the retreat and brought forward for approval at a future Board meeting.

Additional Materials: [Current Policy BBE](#) (recommended for deletion); [Policy BBE-OSBA recommended version](#); [Current Policy CCA](#); and [Proposed Policy CCA](#)

Recommendation: Review the policies and discuss potential revisions.

Suggested Motion: No action required at this meeting.

Medford School District 549C

Code: BBE
Adopted: 9/15/09
Revised/Readopted: 3/11/19
Orig. Code(s): BBE

Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment.

Board elections are held every odd-numbered year, which for the purposes of this policy are termed “election” years. The appointee:

1. Will serve until June 30 following the next “election,” at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. Will serve until June 30 of a subsequent “election” year if the vacancy occurs after the filing date in an “election” year.

A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.

In the event of multiple vacancies, the position vacated first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of Board members are vacant at the same time, the Directors of the Southern Oregon Education Service District shall appoint persons to fill the vacancies from qualified school district voters.

END OF POLICY

Legal Reference(s):

[ORS 249.865 to -249.877](#)
[ORS 255.245](#)

[ORS 255.335](#)
[ORS 332.030](#)

[ORS 332.122](#)
[ORS 332.124](#)

Medford School District 549C

Code: BBE
Adopted: xx/xx/xx

Vacancies on the Board

Vacancies on the Board will be filled through the following procedures:

1. At a Board meeting, the Board will declare the vacancy¹;
2. The Board or designee will establish an application period of at least 20 days. Applicants will be required to submit an application to the district office by the designated date. Deadlines and instructions will be posted on the district website. The Board can vote to extend or re-open the application period at any time;
3. After the application period has ended, the superintendent or designee will verify applicant eligibility. Applicants must:
 - a. Be an elector of the district.² This requires being registered to vote within the district;
 - b. Have resided in the district for a period of one year immediately preceding the appointment;
 - c. Not be an employee of the district or a charter school located within the district
 - d. The Board will review applicant materials in an open Board meeting;
4. The Board may select applicants to interview. Any interview will be held in an open Board meeting;
5. During an open Board meeting, the Board will vote to appoint one of the applicants. In the event that no applicant receives a majority of votes³, the Board may re-vote or vote to re-open the application period;
6. The newly appointed Board member(s) will take an oath of office before assuming the duties of office and will be seated immediately thereafter.

¹ In accordance with ORS 332.030, the Board shall declare a vacancy upon any of the following:

7. The death or resignation of any Board member;
8. When a Board member is removed from office or the election of the Board member has been declared void by the judgment of any court;
9. When a Board member ceases to be a resident of district;
10. When a Board member ceases to discharge the duties of office for two consecutive months unless prevented by sickness or other unavoidable cause;
11. When a Board member ceases to discharge the duties of office for four consecutive months for any reason; or
12. When a Board member is recalled.

² ORS 254.005(4) provides “‘Elector’ means an individual qualified to vote under section 2, Article II, Oregon Constitution.” District staff may verify this with local elections officials.

³ ORS 332.055 requires the affirmative vote of a majority of Board members to transact any business. Consequently four votes are necessary to appoint a board member, regardless of how many vacancies exist.

The appointee will serve until June 30 following the next election. At that election, either the remainder of the term for the position, or a full term for the position will be on the ballot.

If the offices of a majority of Board members are vacant at the same time, the directors of the Southern Oregon Education Service District shall appoint persons to fill the vacancies from qualified individuals.

END OF POLICY

Legal Reference(s):

[ORS 249.865 - 249.877](#)

[ORS 254.005](#)

[ORS 255.245](#)

[ORS 255.335](#)

[ORS 332.030](#)

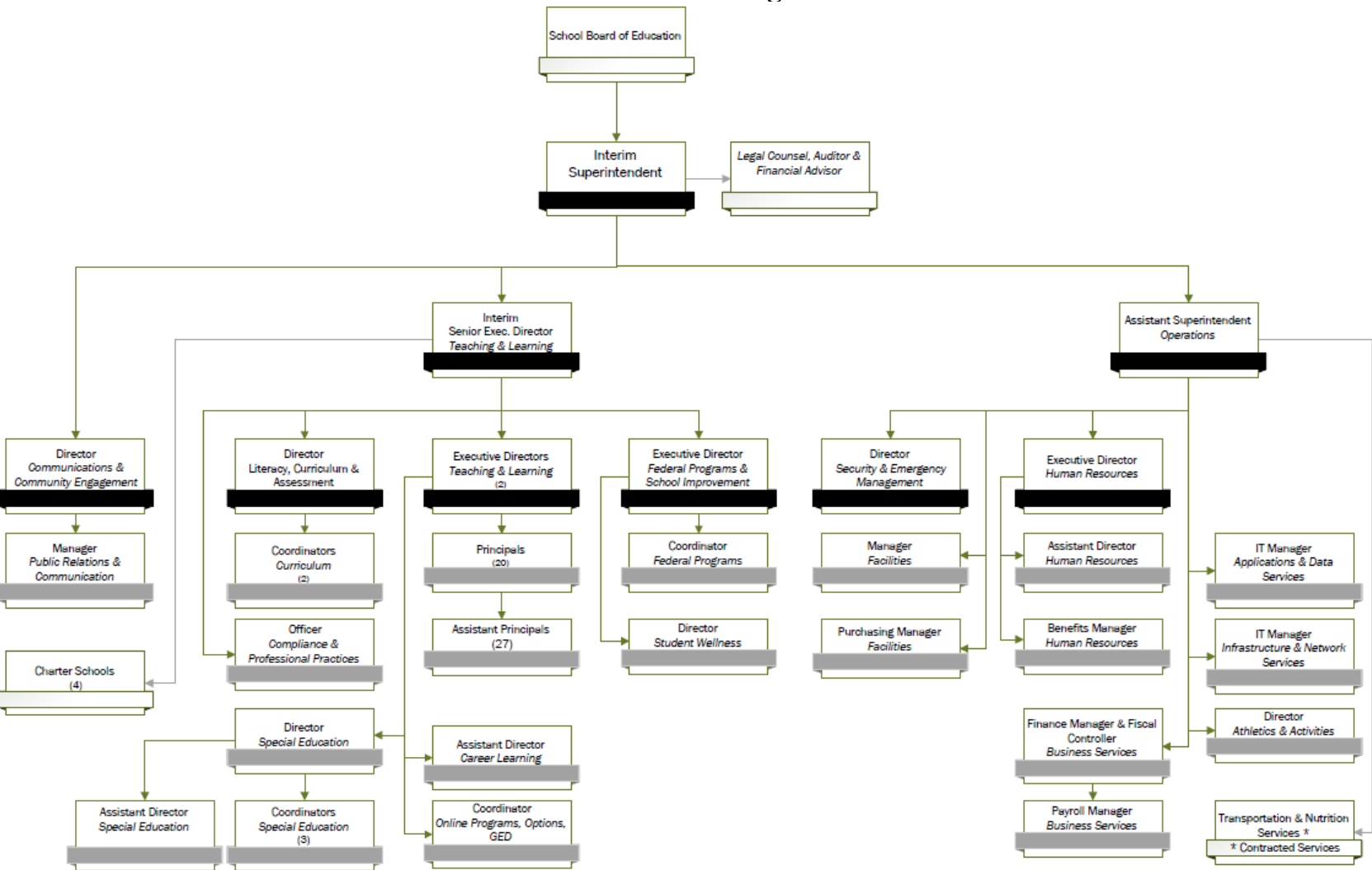
[ORS 332.122](#)

[ORS 332.124](#)

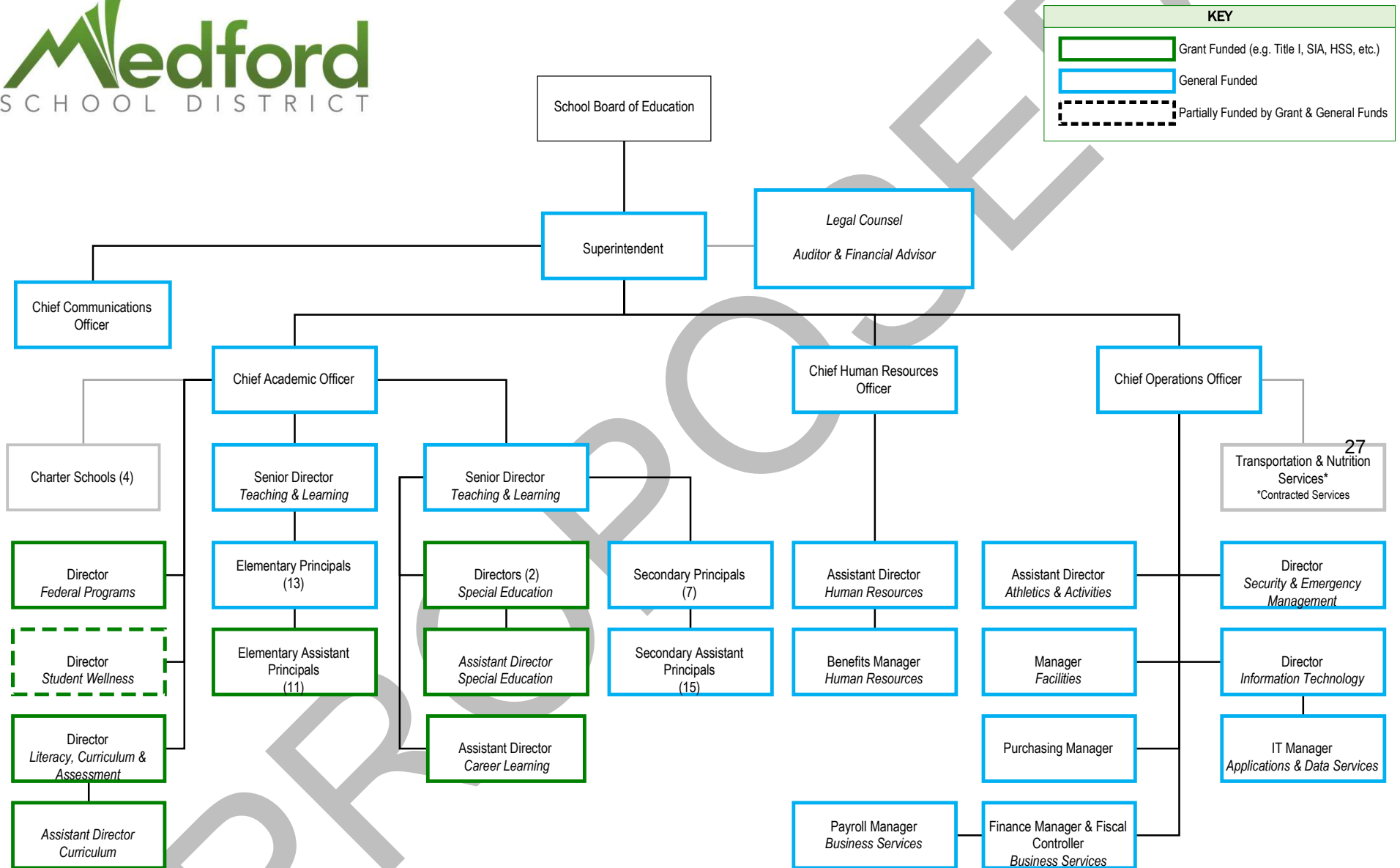
Medford School District 549C

Code: CCA
Adopted: 8/25/87
Readopted: 6/01/15; 3/12/18; 4/22/19;
9/16/21; 1/12/23; 9/05/25

Medford School District 549C Organizational Structure



2026-2027 Organizational Structure





EXECUTIVE SUMMARY

Meeting Date:	July 25, 2026
Agenda Item:	OSBA Annual Convention and Training Options
Item Type:	Discussion
Administrator:	Board Chair
Objective:	Review and discuss upcoming conference and training options

Background: The Board has expressed interest in training opportunities related to public meetings law, parliamentary procedure, and board governance. During this meeting, the Board will review opportunities to participate in the OSBA Annual Convention, November 12–14, as well as webinars and other training opportunities available throughout the year.

OSBA *Core Training* sessions that are offered include Board Governance Essentials.

The Oregon Government Ethics Commission (OGEC), which oversees Oregon Public Meetings Law, requires public officials to complete Public Meetings Law training at least once during their term of office. Board members may satisfy this requirement by attending an OGEC live webinar or an OGEC-approved OSBA Public Meetings Law course, which may be offered during the OSBA Annual Convention or through OSBA webinars offered throughout the year. Related slides from OSBA are included below for reference on parliamentary procedures and public meeting laws.

There would likely be consultants available through OSBA to deliver topics in person, should the Board be interested.

An additional suggestion from a Board member was to participate in a training from AJ Crabill, author of the book *Great on Their Behalf*. We reached out to his organization and they responded that AJ Crabill or one of their coaches from Effective School Boards could facilitate a two-day workshop based on the Effective School Boards Framework. The workshop topics include Focus Mindset, Clarify Priorities, Monitor Progress, Align Resources, and Communicate Results.

Additional Materials: [OSBA Parliamentary Essentials](#); [OSBA Public Meeting Do's and Dont's](#)

Recommendation: Discuss training options.

Suggested Motion: No formal action required.



ORDER IN ACTION: PARLIAMMENTARY ESSENTIALS FOR OREGON SCHOOL BOARDS





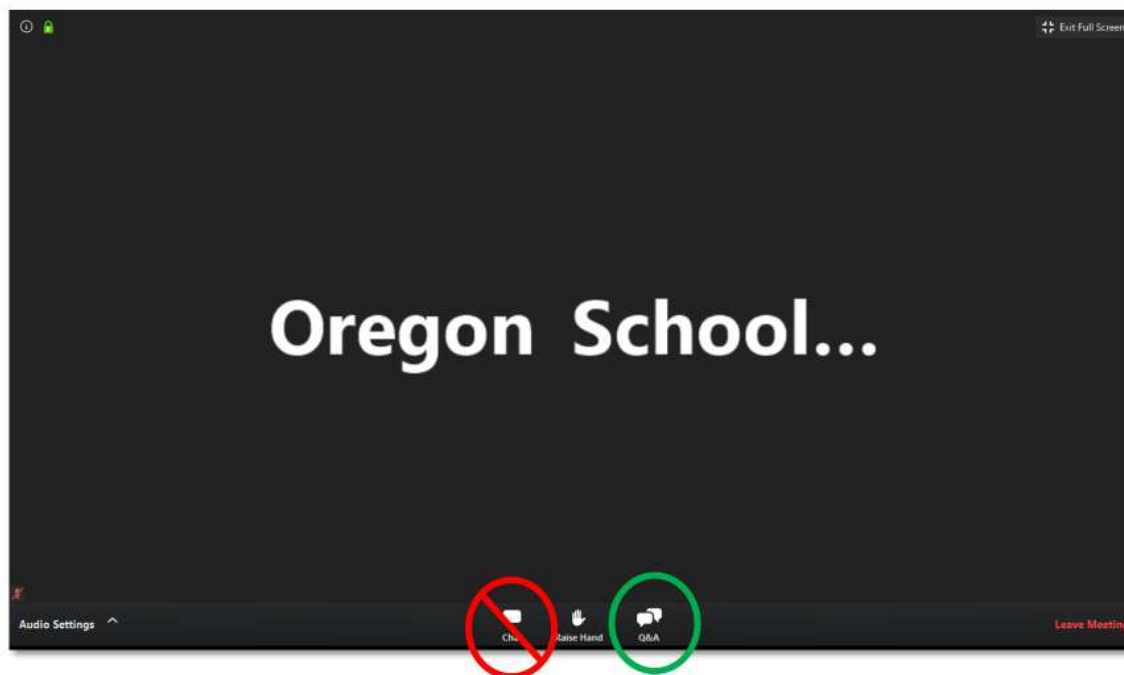
Presenters

Janet Avila-Medina & Jenn Nelson; Board Development Specialists

30

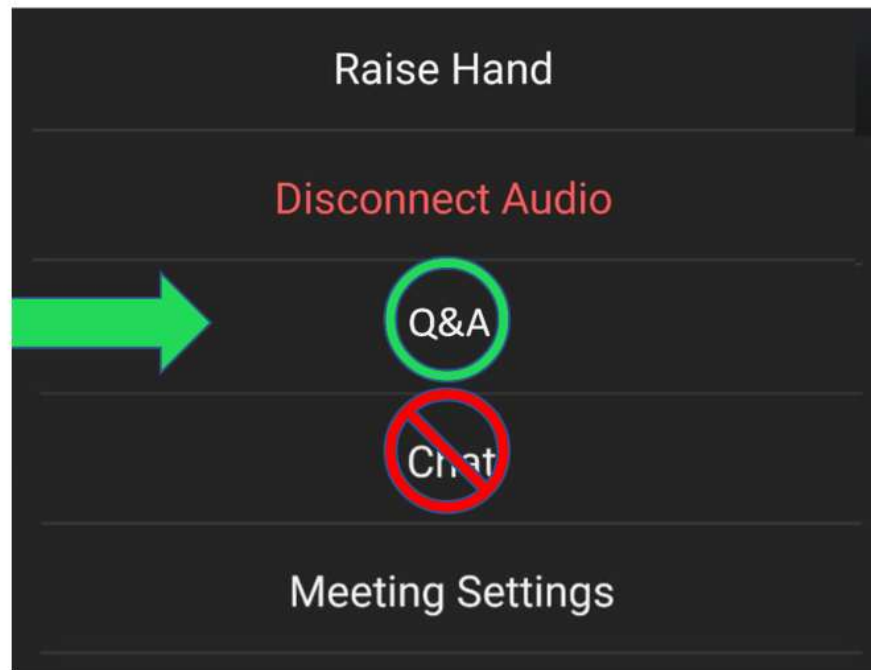
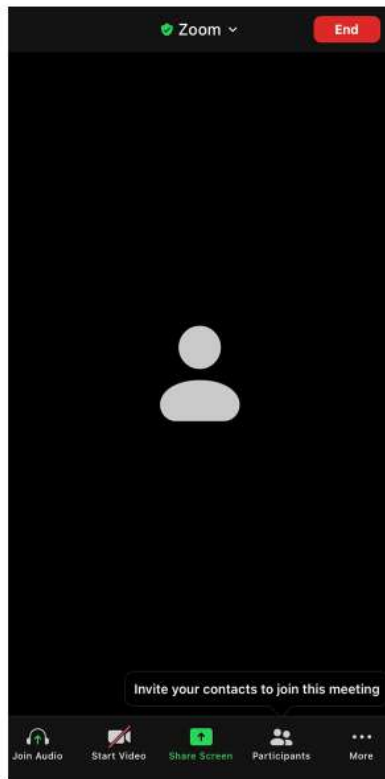


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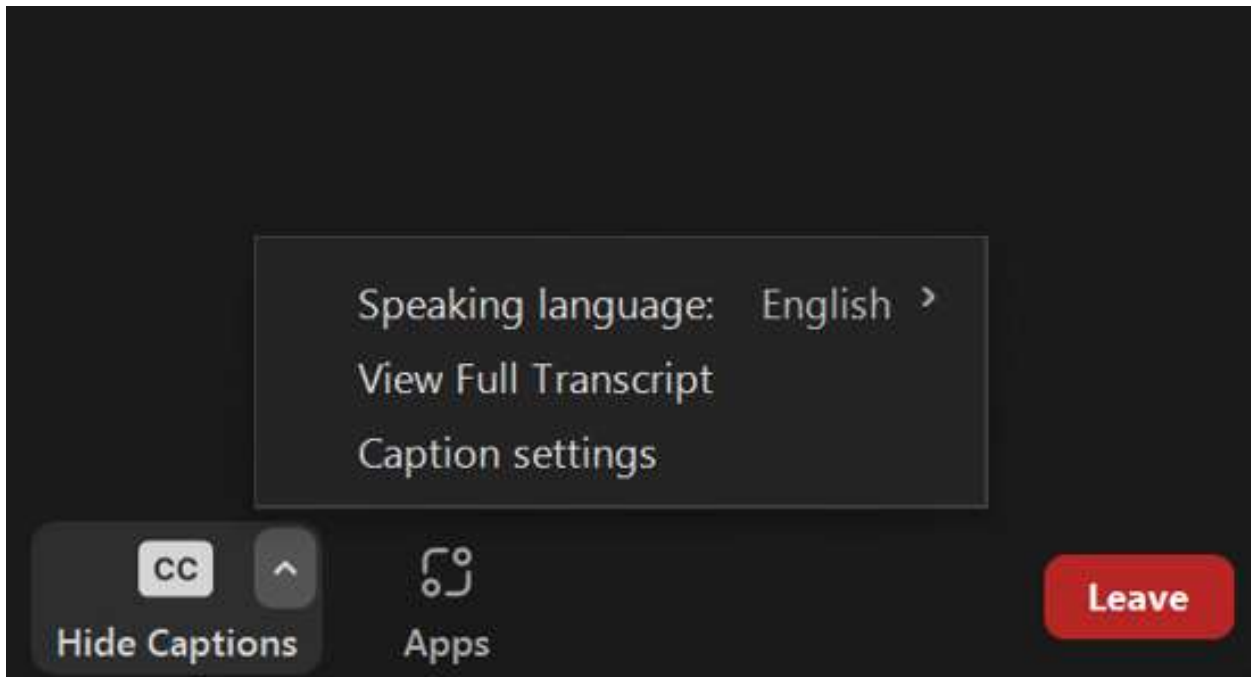
For Laptop/Desktop Users...

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For Phone/Tablet Users...

Technical Logistics



Closed Captioning...

Core Principles of Effective Meetings

- Majority rules, minority rights
- Equal opportunity to speak
- Right to information for decisions
- Courtesy and respect
- Equal rights, privileges, obligations
- Efficient meetings—focus, relevance, consent agenda



Parliamentary Procedure Purpose

Allows the board to make decisions in an orderly and structured manner ³⁵

Protects the rights of each board member

Allows majority to be carried out; but preserves the right of the minority

Preserves a spirit of harmony



A GUIDE TO PARLIAMENTARY PROCEDURE

for School District, Education Service District
and Community College Boards



DK

Now with advice on
VIRTUAL MEETINGS

fast track»

ROBERT'S RULES OF ORDER



The Brief & Easy Guide to Parliamentary
Procedure for the Modern Meeting

Revised and updated with the October 2017 Draft for Consensus: Revised 1st Edition

JIM SLAUGHTER

Jurassic Parliament

Mastering meetings using Robert's Rules

36

Chair's Role –Conducts the Meeting

“Facilitator”



Understands and follows meeting procedure



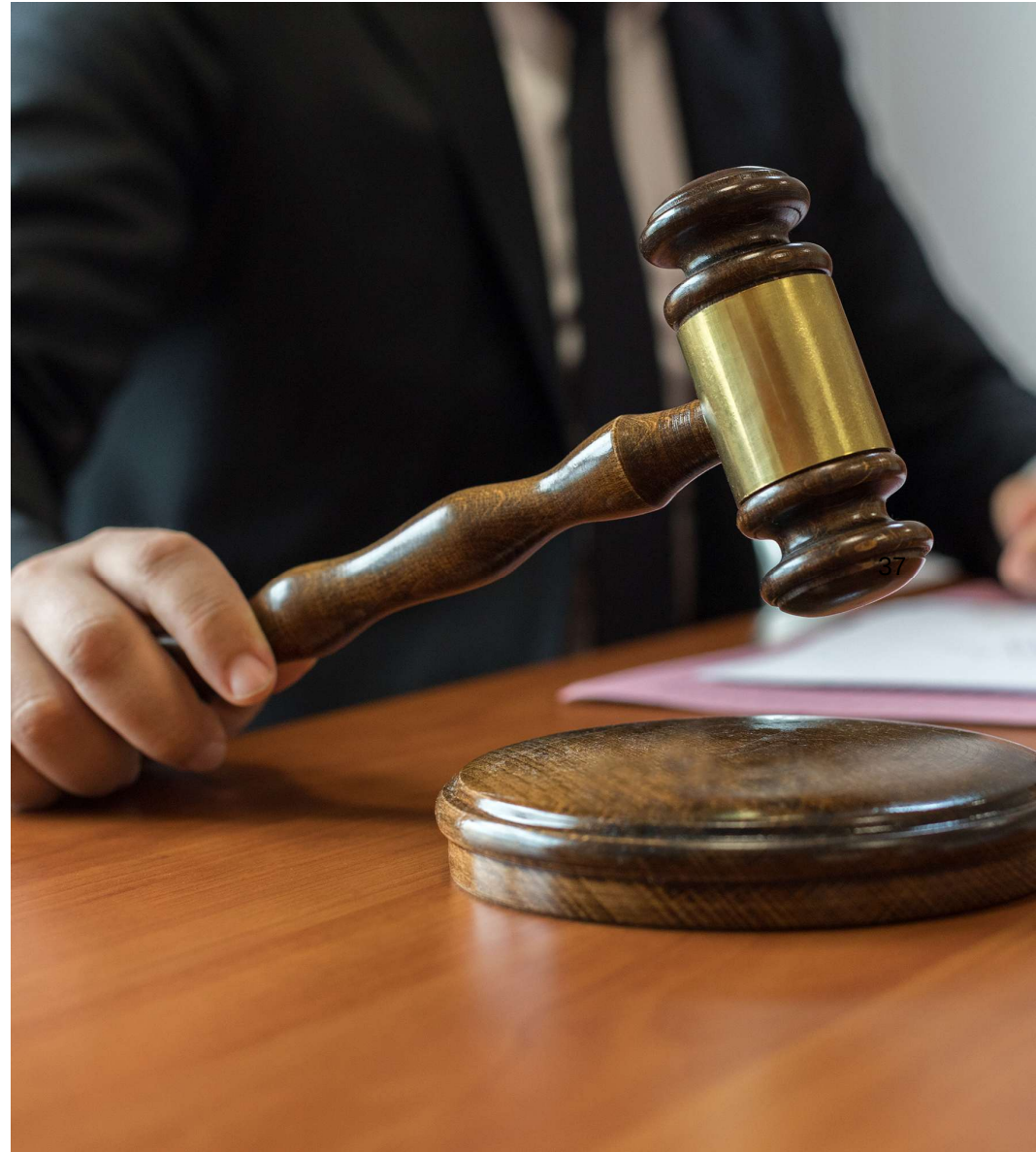
Knows and enforces the rules of order



Assists in maintaining order



Runs an effective meeting



Superintendent's Role

Remind Board of policies
and procedures

May assist chair with
running the meeting
*If
approved/communicated
in advance*

Assist chair and board
with operational
management of
disruptions



Administrative Professional's Role



Provides accurate records of meeting minutes



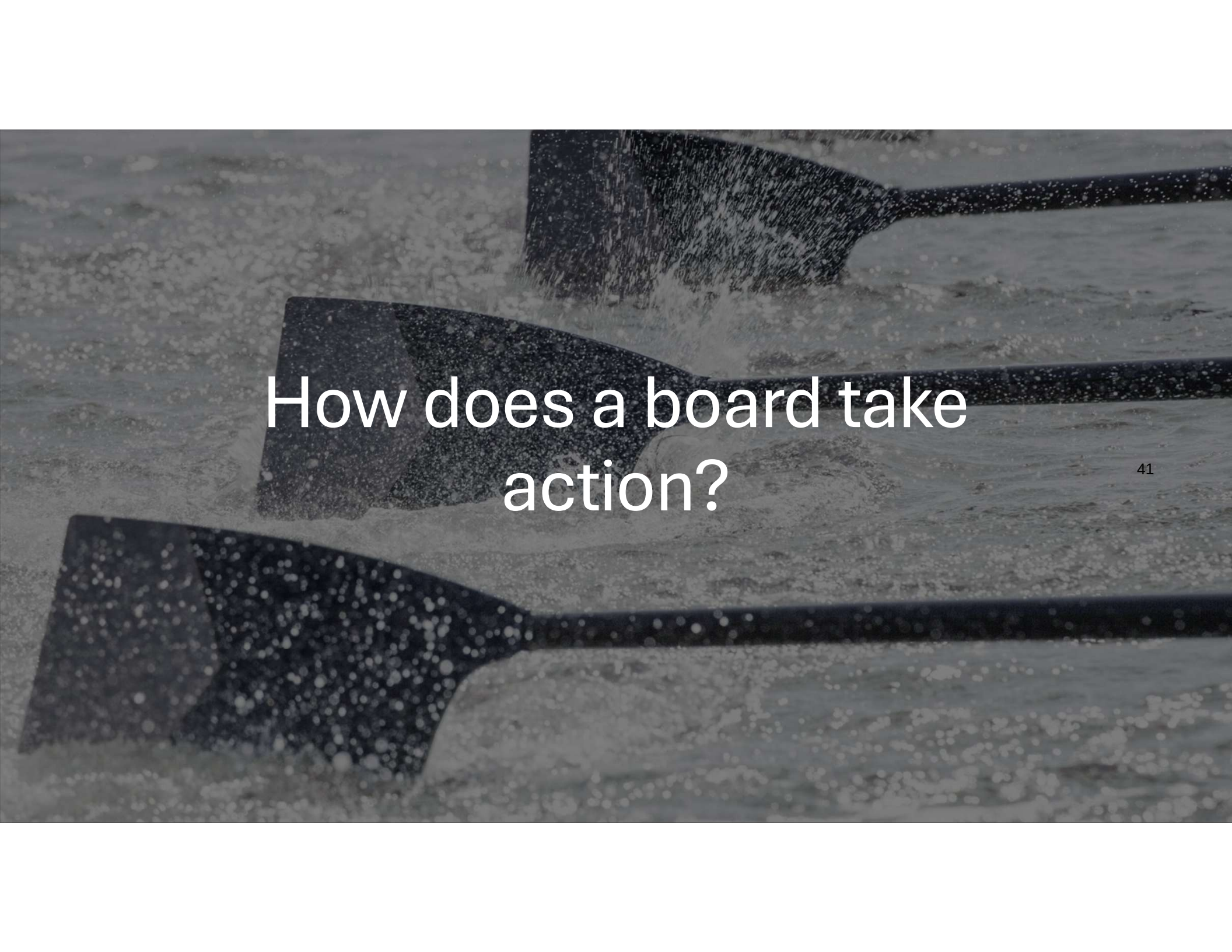
Accurately records motions and votes



Assist chair with parliamentary procedure, clarify questions/process
If agreed upon in advance

A close-up, slightly blurred photograph of a wooden gavel resting on a wooden block. The gavel is made of dark wood and has a light-colored, possibly bone or ivory, handle. The block it rests on is also made of dark wood and has a similar light-colored handle. The background is a soft, out-of-focus grey.

How to Run Effective Meetings – Basic Robert's Rules

The background is a dark, textured surface, possibly a wall or a piece of fabric, with a large, stylized number 41 in the center. The number is white and has a slightly distressed, hand-painted appearance. The texture of the background is visible, with some lighter and darker patches.

How does a board take
action?



Motions

Main Motion

- Used to propose an idea or action for the board to consider
- Can consider only **one motion at a time**
- Recommend putting motions clearly in **writing**

43

“I move that the board approve the minutes from the regular business meeting on August 1, 2025, as presented.”



Main Motion

- Debatable - can be discussed (in favor and opposed)
- Can be amended
- Requires a majority vote to pass



Second to the Motion

- Made while the main motion is on the floor and before it has been decided
- Is an indication that the member seconding it wishes the matter to come before the board for consideration
- Why a second? Check on the individual
- Why give a second? Want to discuss/argue against

How it Looks...

Board member: *“I move that the board approve the minutes from the regular business meeting on August 1, 2025, as presented.”*

Chair: *“Is there a second to the motion”*

Another board member: *“I second the motion”*

If motion passes; chair repeats the motion.

Board discusses/amends motion – all should get the opportunity to speak

46

Chair: *“is there any further discussion?” If none, Chair – puts motion to a vote.*

Chair: *“All in favor of the motion (state the motion) say, aye; ”Those opposed say “nay.”*

Chair announces the result of the vote of the majority–

“the motion is carried” or “the motion is lost”



Amendments to the main motion

Purpose: To improve a motion or revise a motion for clarity

47

How

- Amendments must be “germane” (relevant to the main motion)
 - Amendments require a second
 - An amendment can be amended (once)
 - Once it passes; it becomes part of the main motion
-



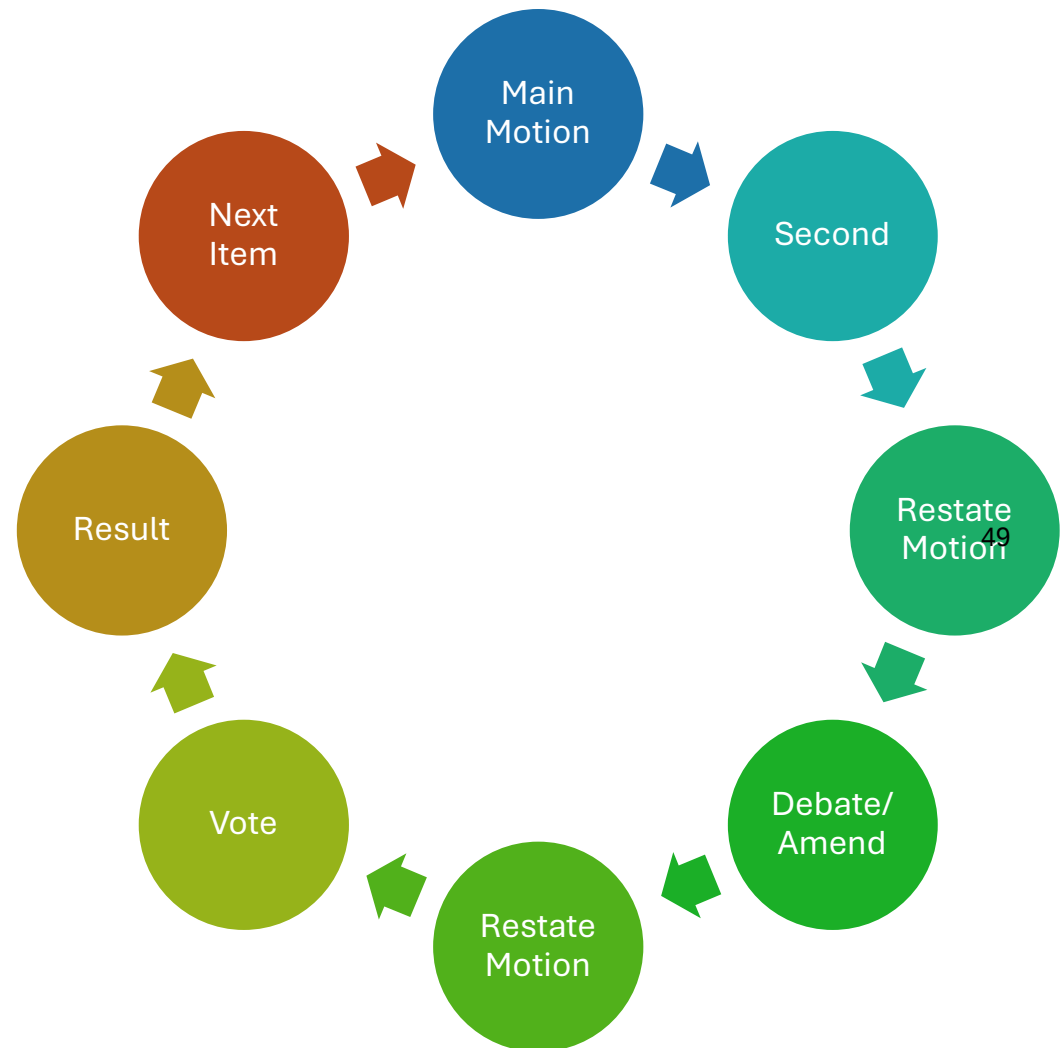
Ways to Amend

- Add or insert words
- Strike out words
- Strike out AND add or insert words
- Substitute words

Robert's Eight Steps

...or “How to make a motion and look good doing it.”

1. Member makes motion.
 - “I move that...”
 - Write your motion ahead of time.
2. Another member seconds motion.
 - Why a second? Check on the individual.
 - Why give a second? Want to discuss/argue against.
3. Chair states motion.
 - Why? Clarity. Ensures only one action being taken.
4. Members debate motion & amend it if desired.
 - Follow Round Robin method
 - Remember to be germane (related or relevant)
5. Chair states motion again and calls for vote.
 - Why? Clarity.
6. Members vote on motion.
7. Chair states result of vote, whether motion passes or fails, and what will happen as result of vote.
8. Chair moves on to next item of business.
 - No discussion ex post facto!



Parliamentary Maneuvering



Managing Debate, Discussion & Challenges

- Two opportunities to speak rule
- Round robin and speaking charts (paper/electronic)
- Avoid sidebar conversations
- Role of chair in maintaining fairness and order
- Technology tips for virtual/hybrid meetings (hands raised, polls)
- Address out of order remarks (irrelevant discussion)
- Raise points of order, requests for information, appeals of rulings





Postpone

- To consider matter at later time
- Requires a second
- Can be debated
- Requires majority

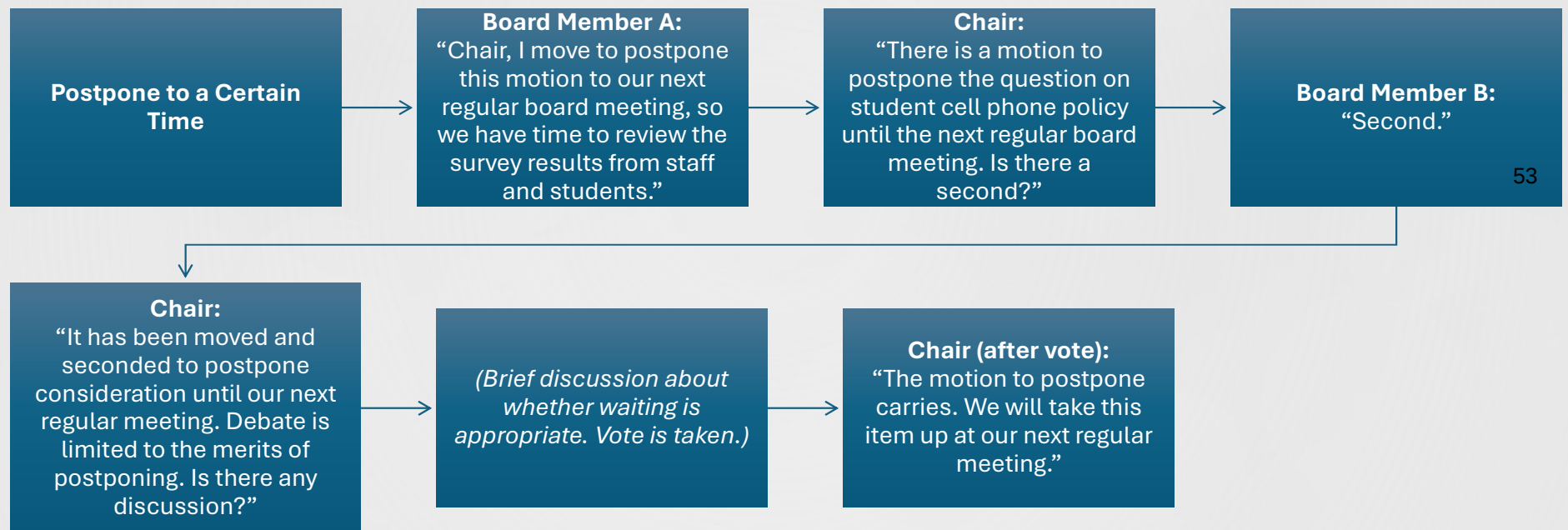
Table

- Sets motion aside within the current meeting
- Requires a second 52
- Cannot debate
- Not amendable
- Needs simple majority
- Out of order if intent is to stop a motion.

A motion to table indefinitely is NEVER in order.

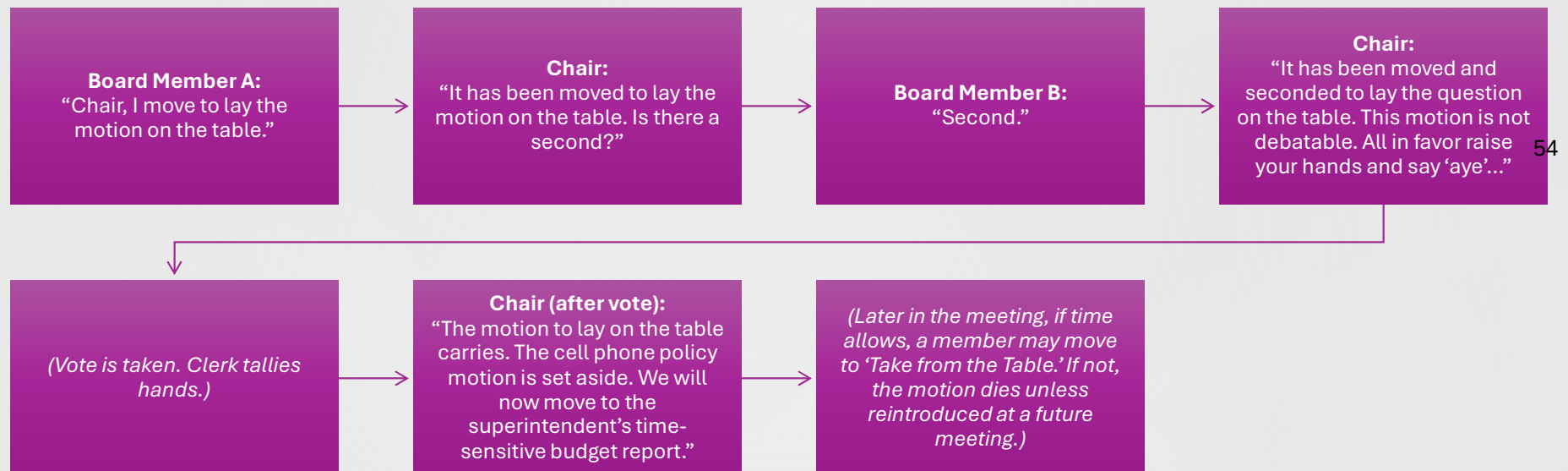
How it Looks to Postpone...

(Used when the board intends to resume discussion at a specific meeting/date)



How it Looks to Lay a Motion on the Table...

(Used when urgent business interrupts and the board may or may not return to the item in the same meeting)

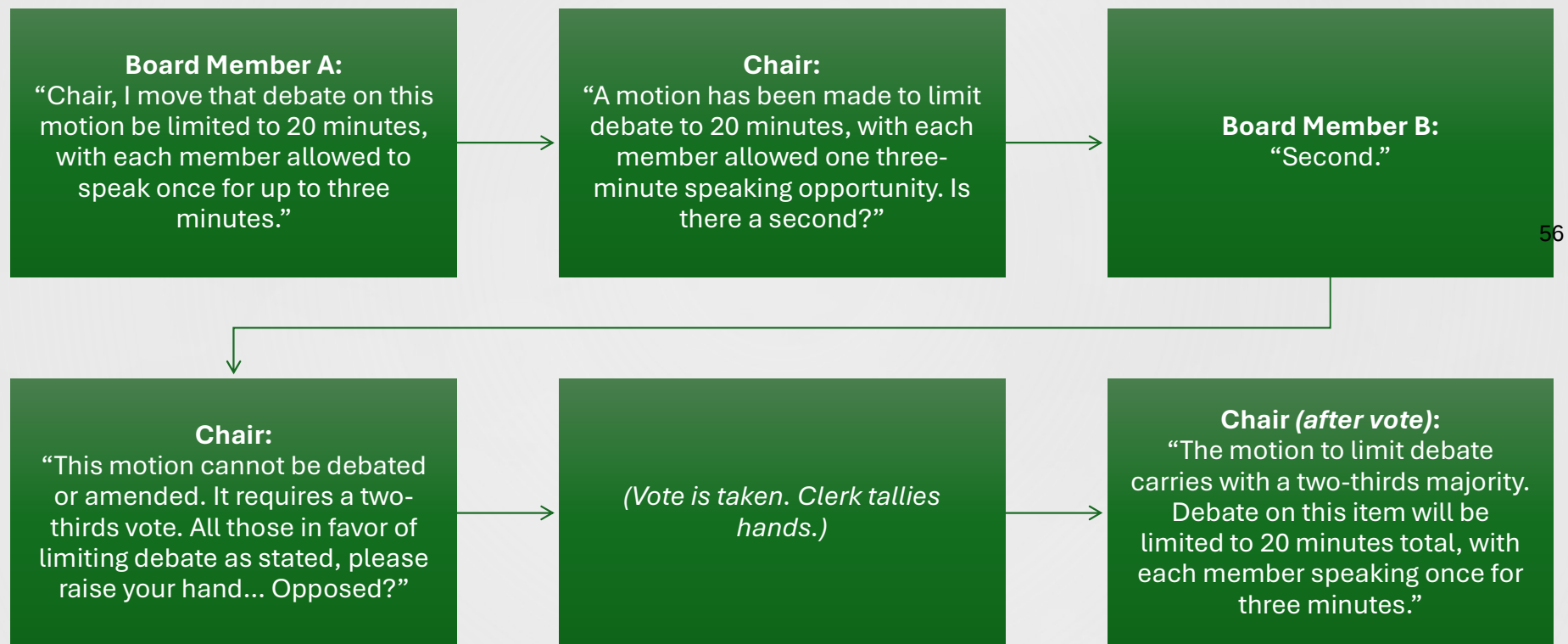


Limit or Extend Debate

- Sets parameters on the board's ability to discuss an action
- Useful in a time constraint or with “chewy” topics
- Set limits before debate begins
- Needs a second
- Cannot be debated
- Cannot be amended
- Needs 2/3 majority
- Must be resolved before moving on to any other pending motions

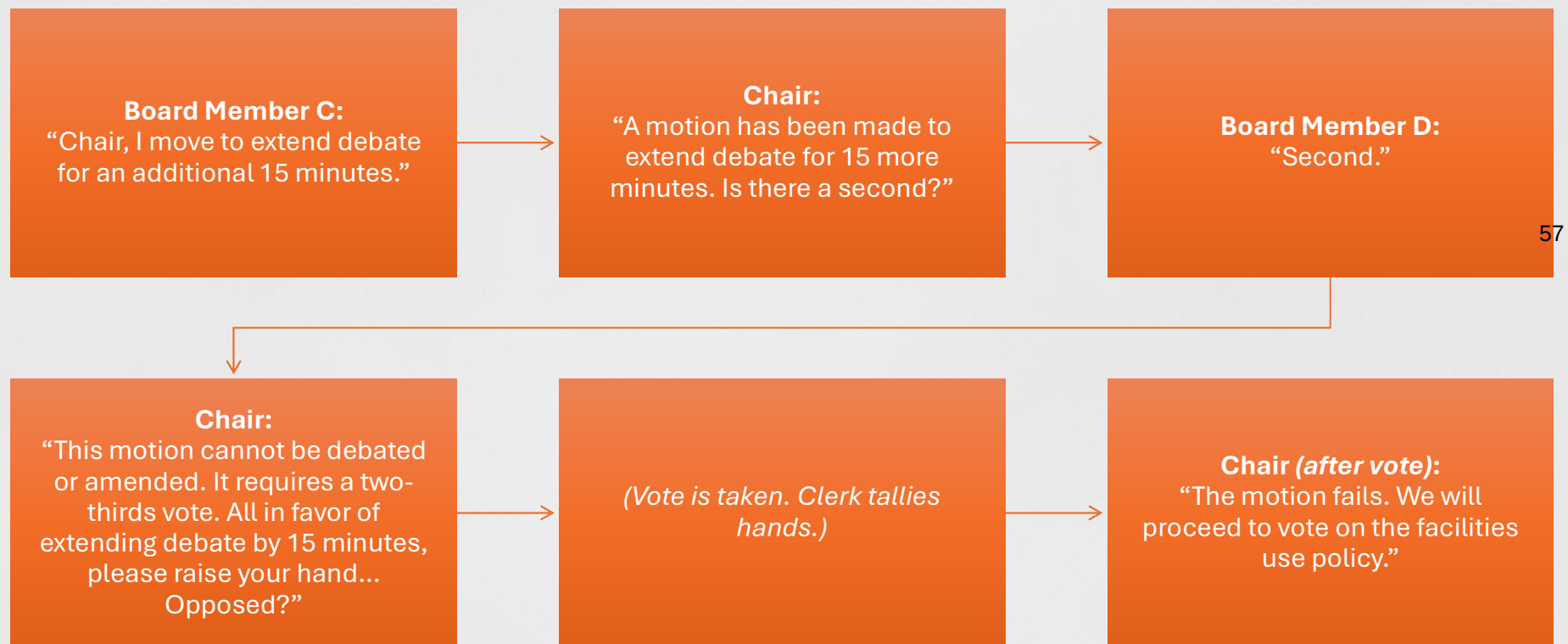


How it Looks to Limit Debate...



How it Looks to Extend Debate...

(Later in the meeting, time has nearly expired but the discussion is still active.)



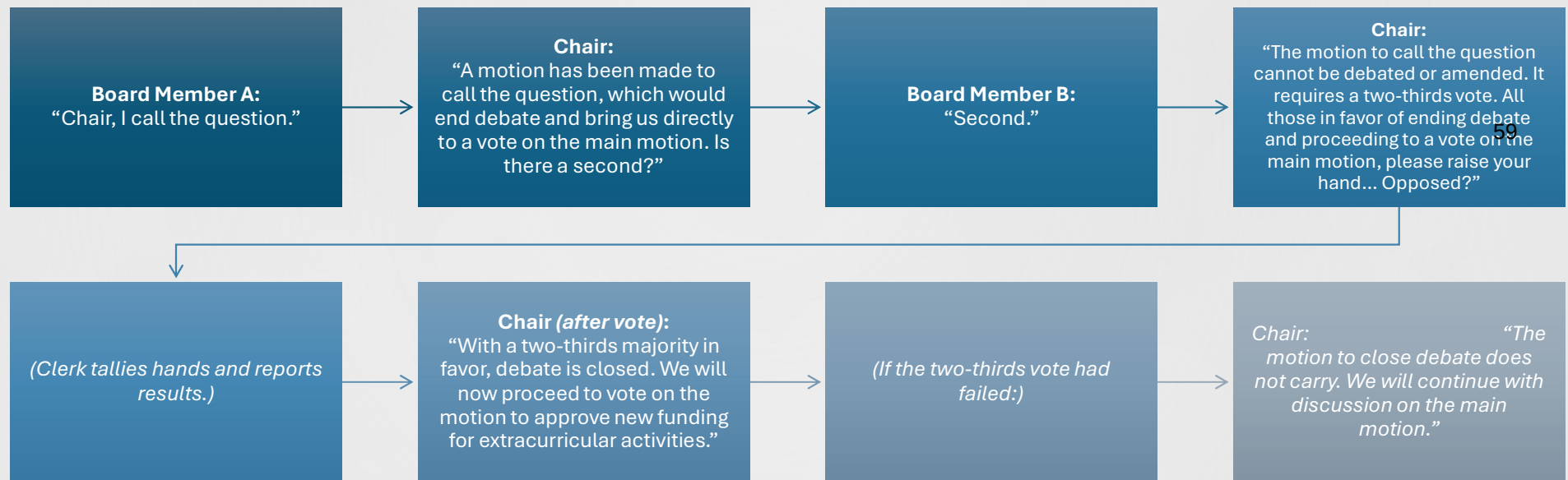
Ending debate

“I call the previous question!”

- Calls the question and forces a vote
- Means that ONE MEMBER wants to **stop discussion** and move on
- Needs a second
- Cannot be debated
- Cannot be amended
- **Needs 2/3 majority**
- Must be resolved ahead of all other pending motions



How it Looks to End Debate or Call the Question...





Taking a break

Recess

- Temporarily stops the meeting
- Requires a second
- Not debatable
- Amendable (time)
- Needs a majority
- Use for transition to executive session
- Use for taking a break/reset

What it looks like...

“I move that we recess...”

[for 10 minutes for a break.]

[for a break and return at 8 p.m.]

Stand At Ease

- Pauses activity, but not the meeting
- No second
- No debate
- Chair uses unanimous consent

What it looks like...

“Without objection, the board will stand at ease for five minutes. Members may rise but remain at the dias.”



Rescind/Amend Previous Decision

63

Cancels or changes a previous action of the board

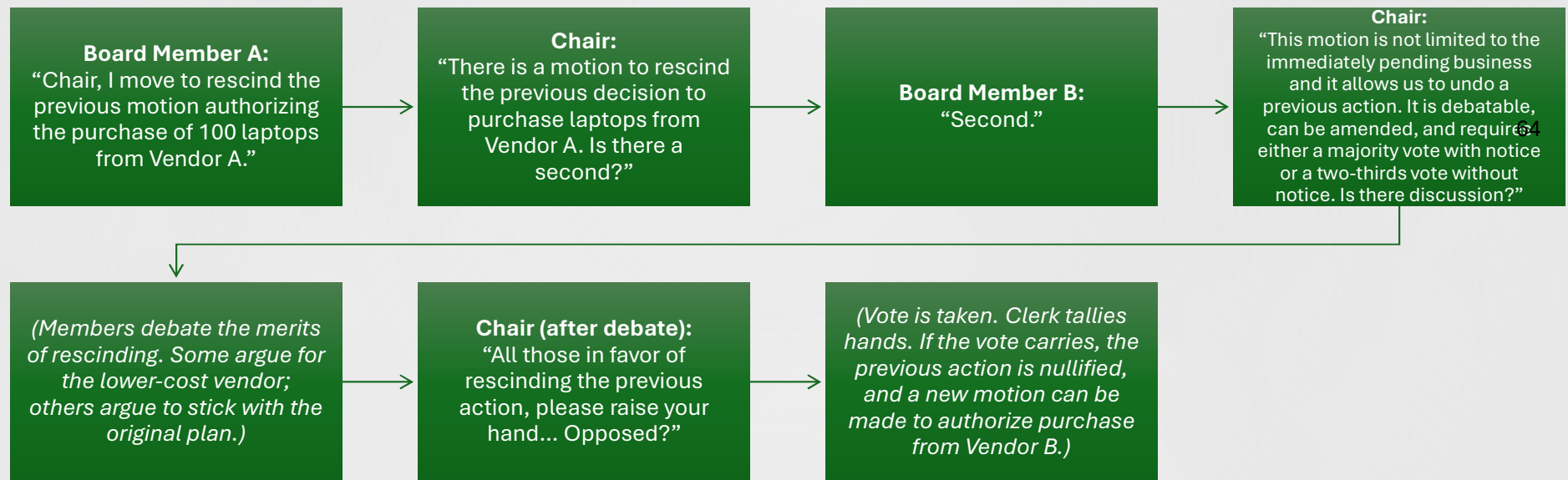
Requires: previous notice or, 2/3 majority, or whole board present to vote (w/o notice).

Requires a second

Debatable

Can be amended

How it Looks to Rescind or Amend a Previous Decision...



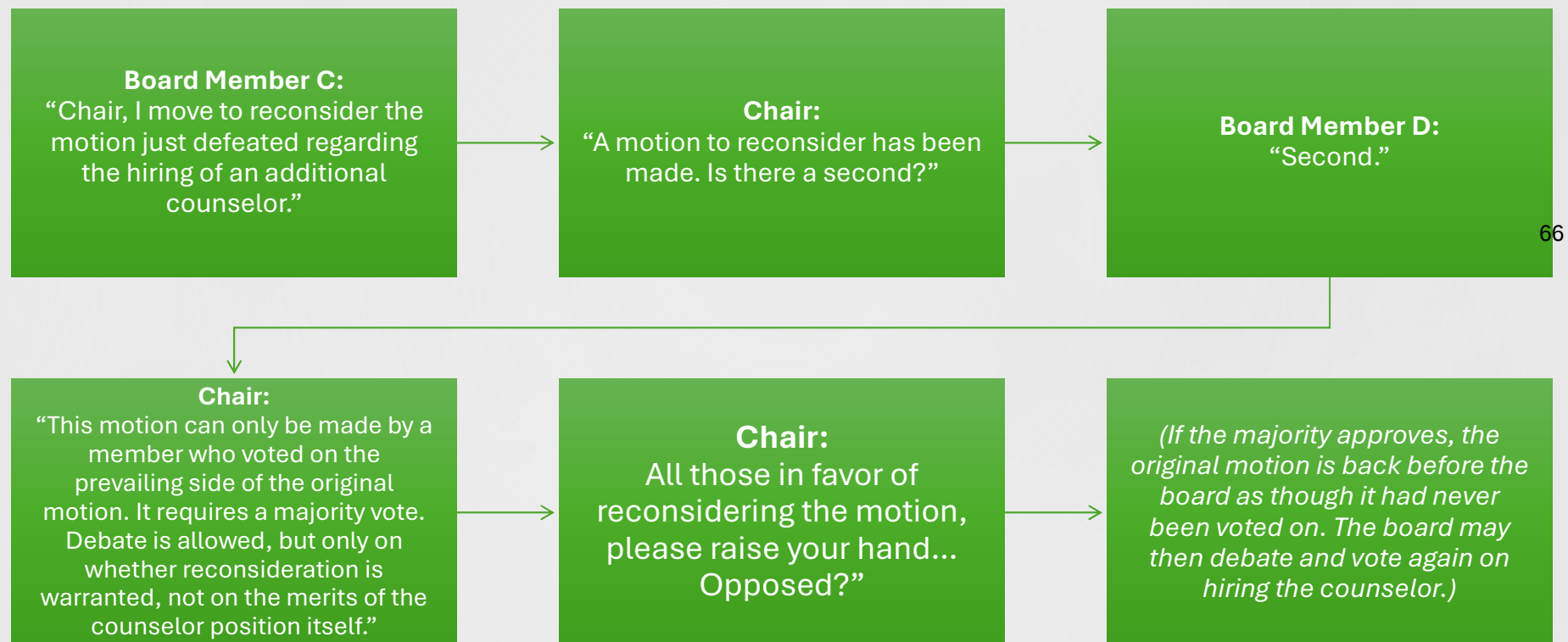
Bringing Something Back to the Board

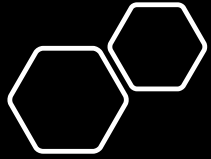
Reconsider

- Allows board to reconsider a vote made on the same day.
- Must be made by a member on the winning side of the vote
- Requires a second
- Is debatable
- Cannot be amended



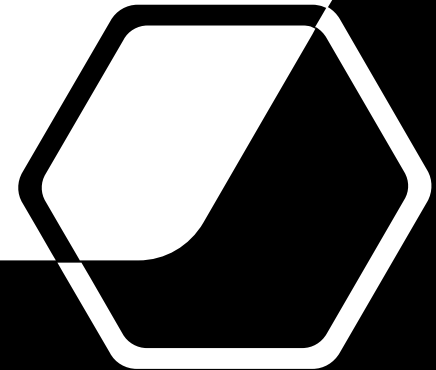
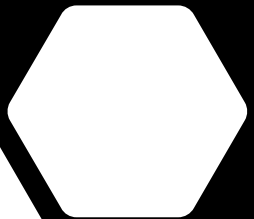
How it Looks to Reconsider...

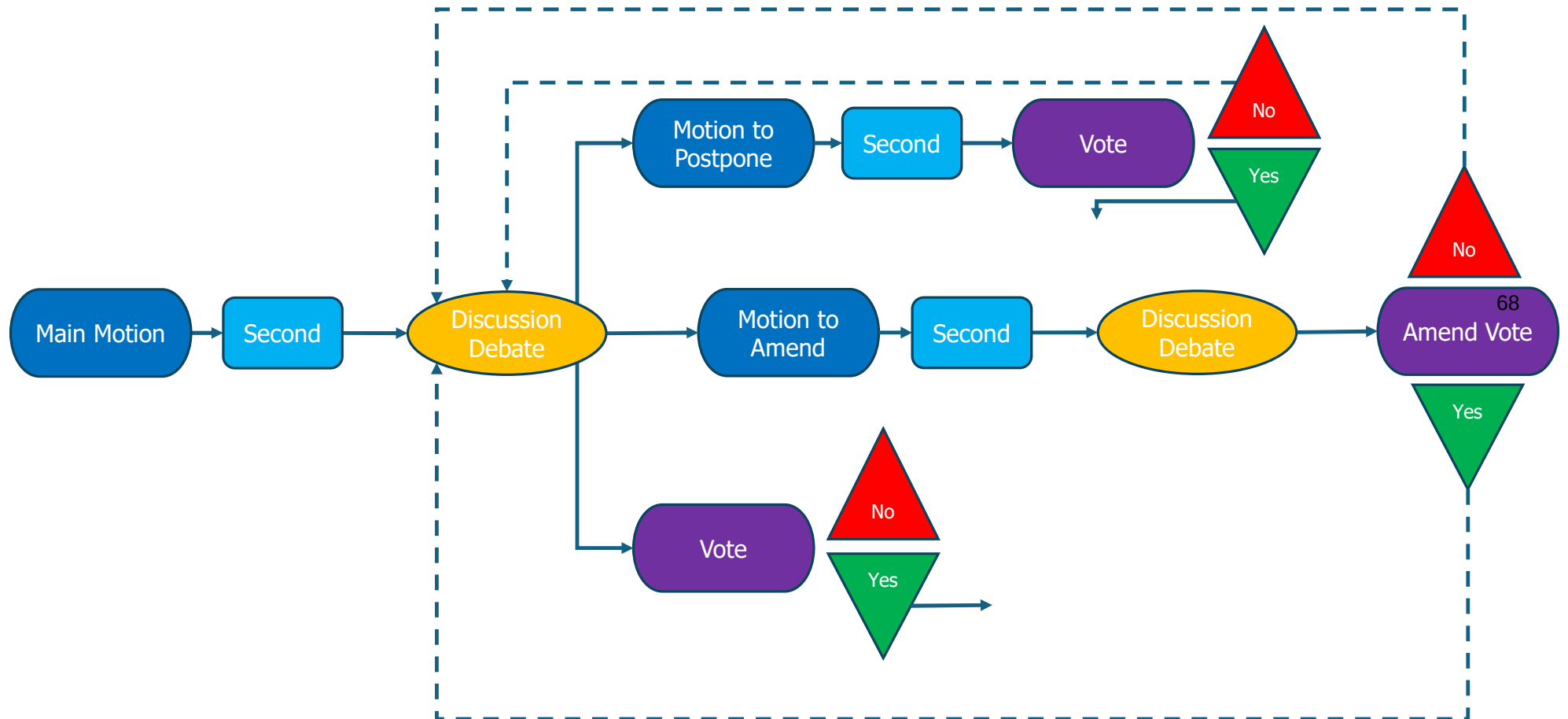




Adjournment

- If there is no business, no motion needed
- Requires a second
- No debate
- No amendments
- Needs simple majority
- Must be addressed before a main motion can proceed

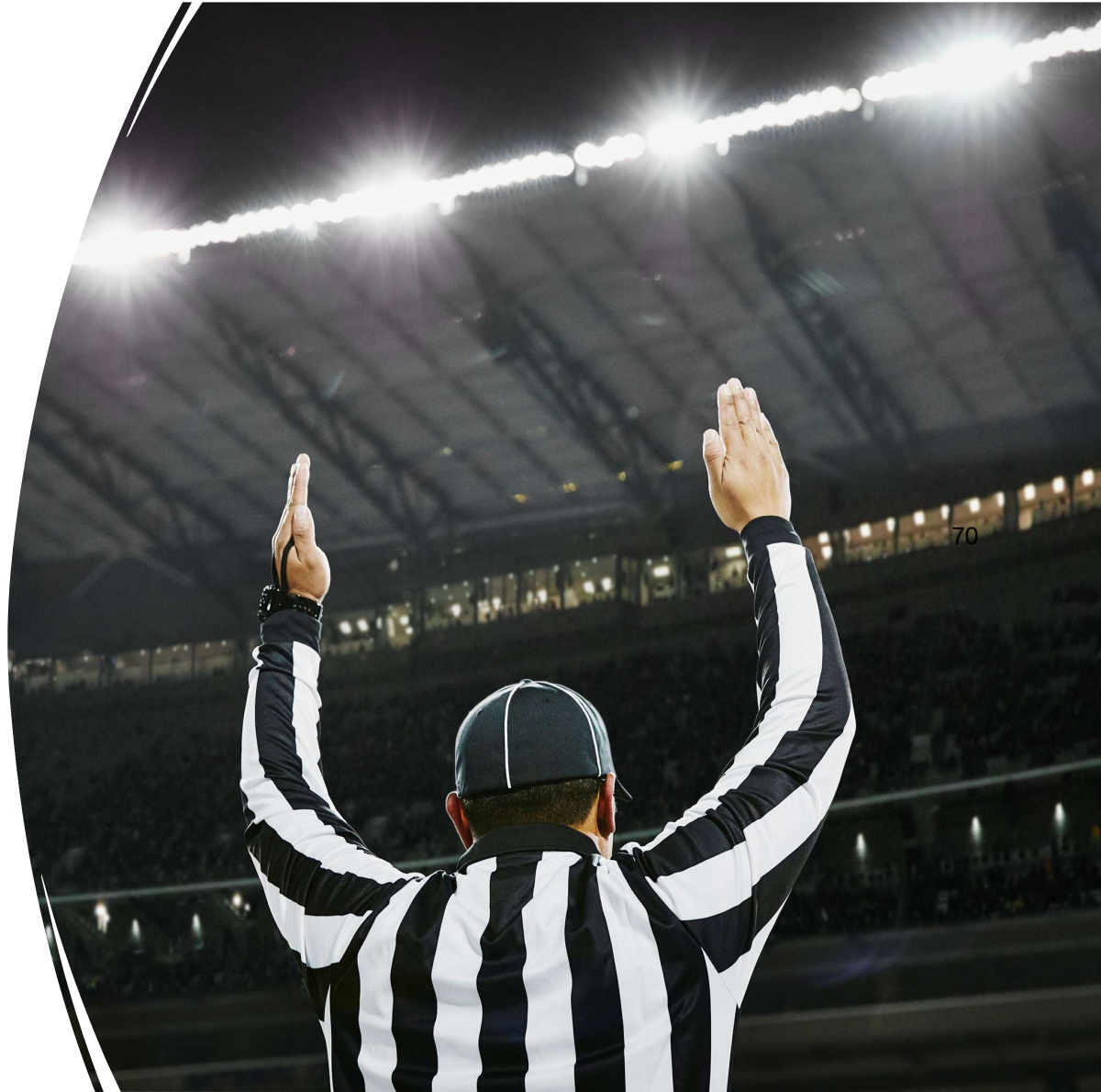




Incidental Motions

Point of Order

- Calls out a procedural mistake
- May interrupt a speaker
- No second
- No debate
- No amendment
- No vote – chair rules on the point





How it Looks to Point of Order

- **Board member:** “*Chair, point of order.*”
 - **Chair:** “*State your point.*”
 - **Board member:** “We haven’t had a second on the motion before debate.”
 - **Chair:** “The point is well taken. Is there a second to the motion [state motion].”
-

Point of Information

- Request directed at the chair for information relevant to the business at hand
- May interrupt, if the speaker yields
- No second
- No debate
- No amendment
- No vote – chair rules or refers the point to staff



Using Robert's Rules Constructively

Do's:



APPLY RULES
CONSISTENTLY AND
FAIRLY



USE PLAIN LANGUAGE
WHEN STATING
MOTIONS



EDUCATE ALL
MEMBERS ON THE
BASICS



KEEP DEBATE
RESPECTFUL AND
STUDENT-FOCUSED



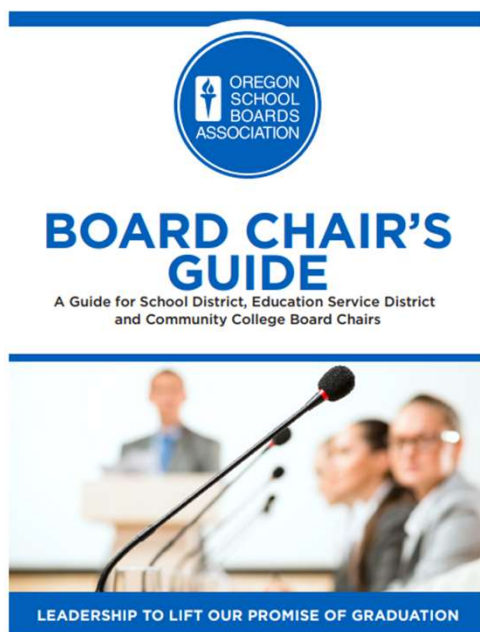
TRAIN CHAIRS FOR
STRONG
FACILITATION

Don'ts:

- Use knowledge gaps for leverage
- Interrupt or use points of order to derail
- Hide behind jargon or obscure rules
- Embarrass or silence other's with "gotcha" tactics
- Turn procedure into personal conflict

OSBA Resources

Tools for Effective Meetings



EXAMPLE 2 SCHOOL BOARD OPERATING AGREEMENT

BOARD ROLES & RESPONSIBILITIES

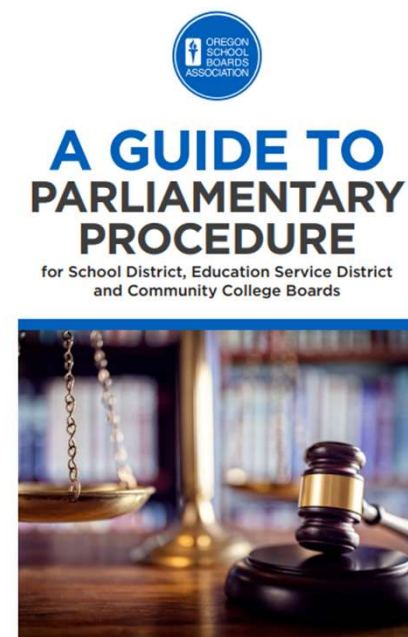
1. Focus on governance: policy-making, strategic planning and evaluation (curriculum, district performance and superintendent).
2. Uphold the legal, compliance and confidentiality requirements on all matters arising from board meetings and executive session.
3. Recognize the role of the chair to speak for and about the board to the press and public groups. Recognize the role of the chair to convene meetings, execute documents as appropriate, and develop the agenda with the vice chair and superintendent.
4. The board and superintendent will participate annually in establishing goals and objectives for themselves and the district.
5. The board will act as ambassadors to the schools, the community and the district.

HOW WE OPERATE & MAKE DECISIONS

6. Make decisions as a whole board only at properly called meetings.
7. Support decisions of the majority. Once a decision is made, members will support the decision of the majority.
8. Two (three, depending on policy) board members must agree before an item is placed on a meeting agenda.
9. Start and end meetings on time.
10. Notify the school administration before visiting a school in the role of school board member.

HOW WE COMMUNICATE

11. Communicate directly with the superintendent when information is needed or a question arises. Specific questions concerning information contained in the board packet may be addressed to the person providing the information.
12. The chair responds to group email sent to the board.
13. Be mindful that you represent the board in public and that no individual board member has the authority to speak for the board.
14. Board members will communicate with one another should an issue or problem develop between them.





You're invited



Board Development Team

BOARD DEVELOPMENT

Kristen Miles
Director of Board
Development

Read More (+)



BOARD DEVELOPMENT

Janet Avila-Medina
Board Development
Specialist

Read More (+)



BOARD DEVELOPMENT

Vincent Adams
Board Development
Specialist

Read More (+)



BOARD DEVELOPMENT

Jennifer Nelson
Board Development
Specialist

Read More (+)



BOARD DEVELOPMENT

Reginald Glenn
Board Development
Administrative Analyst

Read More (+)



Contact us!

WEBSITE

osba.org/contact-us

EMAIL

info@osba.org

PHONE

1-800-578-6722
503-588-2800

SOCIAL MEDIA

Facebook /osba.org

Twitter /osbanews (@osbanews)

BlueSky @osba.org

Instagram /oregon_sba

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Questions?

79





PUBLIC MEETING

Do's and Don'ts

REQUIRED TRAINING APPROVED BY THE
OREGON GOVERNMENT ETHICS COMMISSION



80



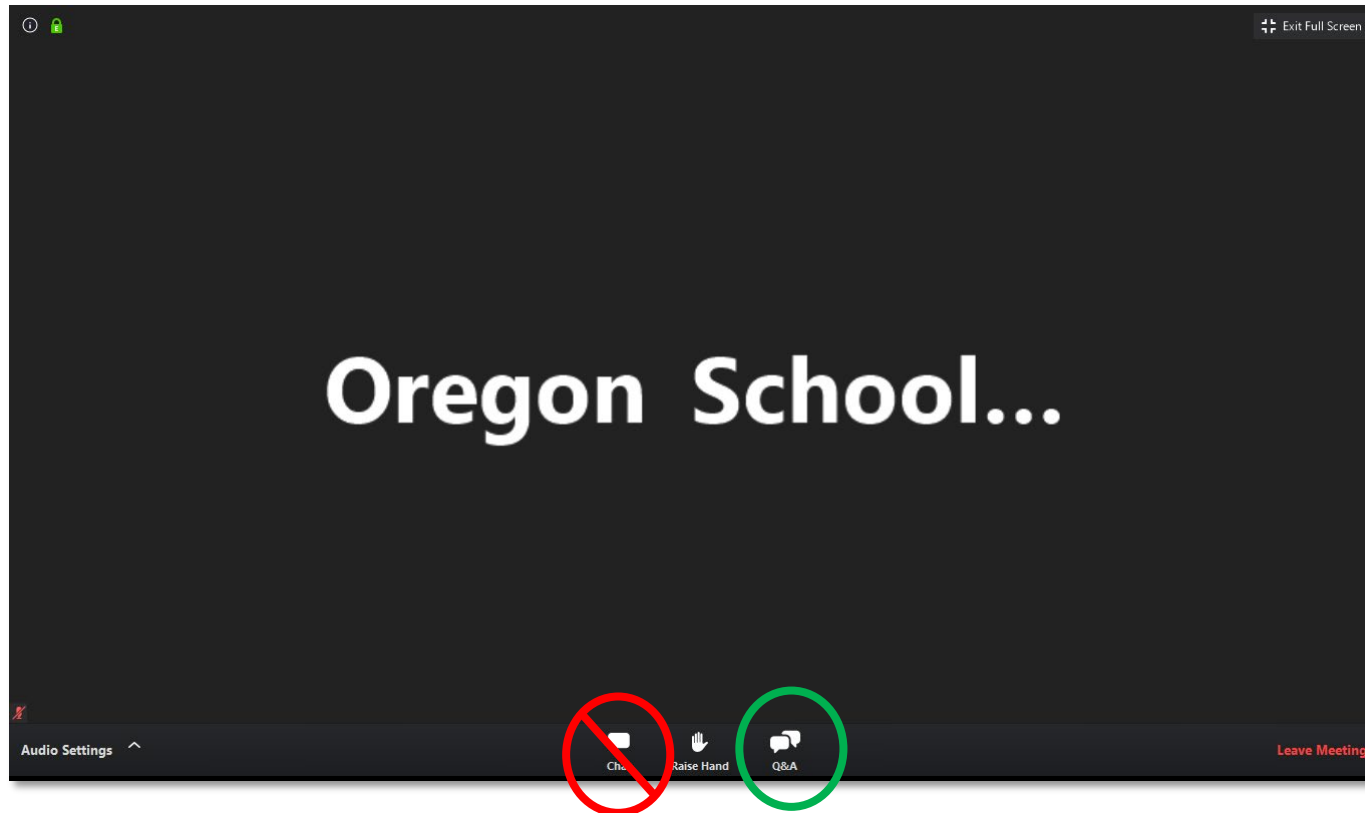
The Certificate of Recognition in Leadership Achievement reflects your growing importance.

The OSBA Leadership Institute was created to align conferences, workshops, on-site sessions and other leadership activities for board members into a recognition program. OSBA workshops meet the needs of busy people – some courses are online while others are offered in person at workshops and conferences. OSBA also presents custom on-site sessions to meet local needs.

How Certification Works	+
The Leadership Institute Individual Bronze Certificate of Completion This certificate is awarded to individuals who have successfully completed courses from the following foundational level categories, designed to introduce essential leadership principles. Participants are encouraged to complete the bronze level before advancing to the silver level, as it establishes core competencies in areas critical to governance and educational leadership: • Board Governance Essentials • Introduction to Educational Equity • Policy Fundamentals • Public Meetings and Ethics • School Finance and Budgeting Those attending a day-long preconference institute event focused on the bronze level will receive a Certificate of Completion but are encouraged to proceed sequentially to fully benefit from the program.	x
The Leadership Institute Individual Silver Certificate of Completion	+
The Leadership Institute Individual Gold Certificate of Completion	+
Full Certification	+
2024 Leadership Institute Program Update, Transition & Credit Transfers	+
Public Recognition	+

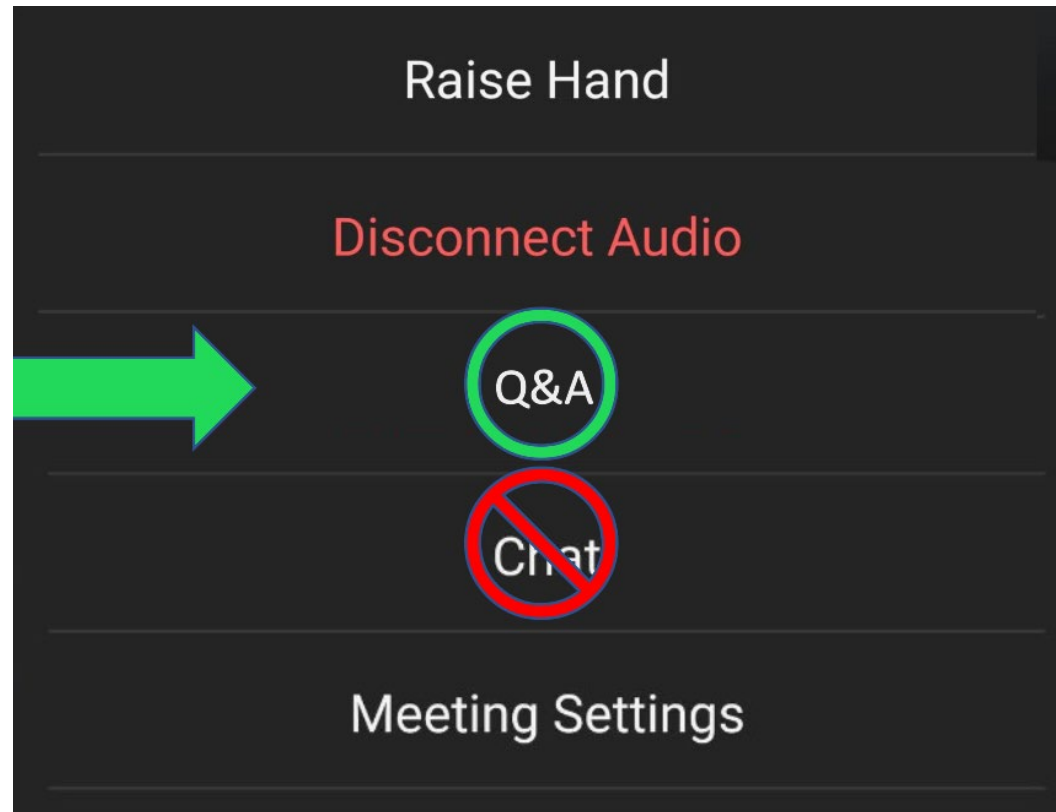
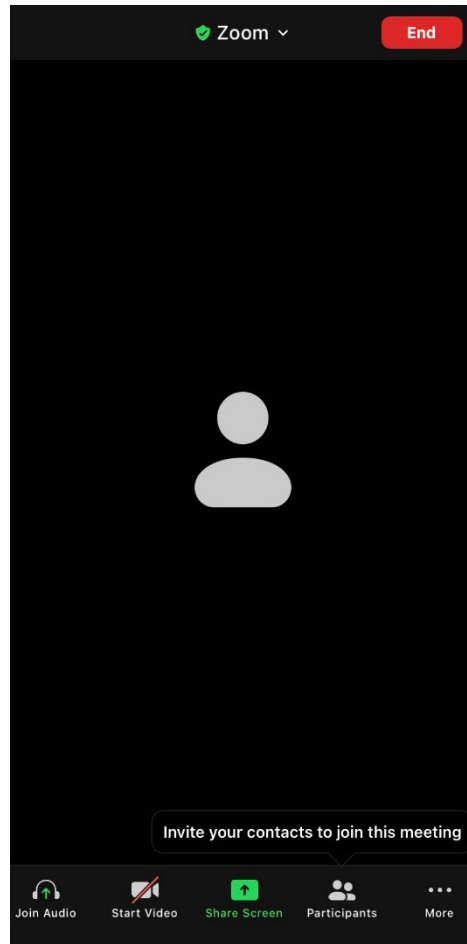


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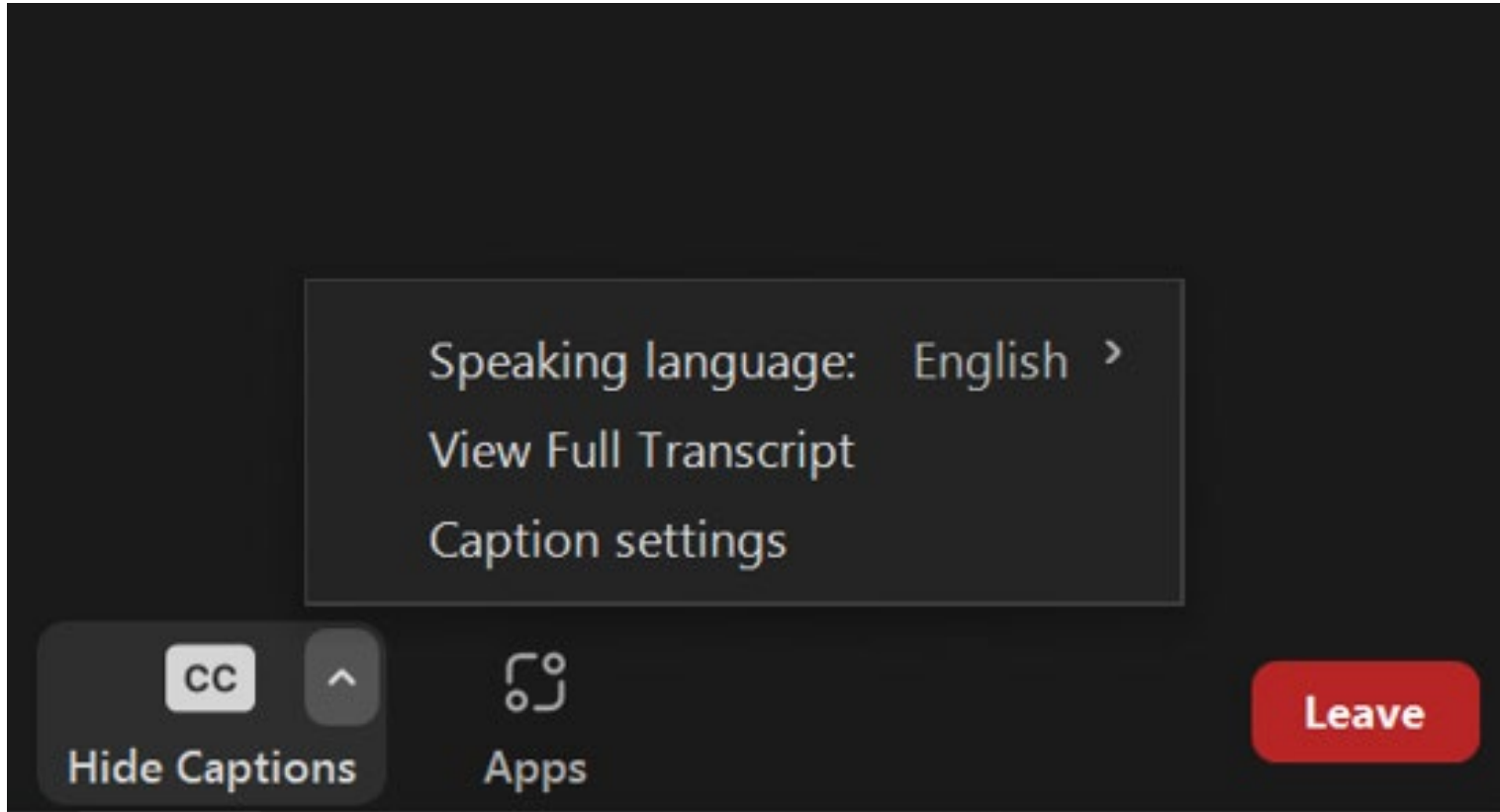
For Laptop/Desktop Users...

Technical Logistics



For Phone/Tablet Users...

Technical Logistics



Closed Captioning...



Presenters

Haley Percell, Chief Legal Officer, Interim Deputy Executive Director; Spencer Lewis, Director of Policy Services; Therese Holmstrom, Senior Assistant Legal Counsel





Agenda

- **Mandatory Training**
- **Definitions**
- **When do Public Meeting Laws Apply?**
- **Public Meeting Requirements and Prohibitions**
- **Executive Sessions**
- **Complaints**

86



Mandatory Training

87

PACE
SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS





Mandatory Training

- 1) Required for governing bodies with total expenditures of \$1M or more;
- 2) Once during term of office;
- 3) Maintain record;
- 4) Truthfully certify completion, if requested.

OAR 199-050-0080(2)

88



Public Meeting Training

Presenters: Staff of the Oregon School Boards Association

Date: Live: 2/6/25 or Replay: _____

Location: Webinar

89

To attendee: take a picture of this slide and email it to yourself with the subject: “Public Meeting Training”





Oregon's Public Meetings Law

“The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of [public meetings law] that decisions of governing bodies be arrived⁹⁰ at openly.”

ORS 192.620



Definitions



What is a Public Meeting?

“Meeting” means the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

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ORS 192.610(7)(a)

Quorum + Public Body Business = Meeting



ORS 192.610(5)– “Governing body” means...

“The members of any public body which consists of two or more members, with the authority to make decisions for or recommendations to a public body on policy or administration.”

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ORS 192.610(6)– “Public body” means...

The state, any regional council, county, city or district, or any municipal or public corporation, or any board, department, commission, council, bureau, committee or subcommittee or advisory group or any other agency thereof.

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ORS 192.610(1)– “Convening” means...

- (a) Gathering in a physical location;
- (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants;
- (c) Using serial electronic written communication among participants; or
- (d) Using an intermediary to communicate among participants.

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ORS 192.610(2)– “Decision” means...

“Any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.”⁹⁶



ORS 192.610(3)–
“Deliberation”
means...

Discussion or
communication that is
part of a decision-making
process.

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OAR 199-050-0005 – “Communication” means...

“the expression or transmission of information from one person to another through verbal, non-verbal, written, or electronic means. Non-verbal means include gestures, such as thumbs-up and thumbs-down, as well as sign language.”

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OAR 199-050-0005 – “Decision-making process” means...

“the process a governing body engages in to make a decision, such as:

- a) Identifying or selecting the nature of the decision to be made;
- b) Gathering information related to a decision to be made;
- c) Identifying and assessing alternatives;
- d) Weighing information; and
- e) Making a decision.”

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OAR 199-050-0005 – “Discussion” means...

“the consideration or debate of a matter.”

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OAR 199-050-0005 – “Intermediary” means...

“a person who is used to facilitate communications among members of a governing body about a matter subject to deliberation or decision by the governing body, by sharing information received from a member or members of the governing body with other members of the governing body. The term ‘intermediary’ can include a member of the governing body.”

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OAR 199-050-0005 – “Quorum” means...

“the minimum number of members of a governing body required to legally transact business.”

ORS 332.055. “A majority of the members of the district school board shall constitute a quorum... The affirmative vote of the majority of members of the board is required to transact any business.”

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ESDs: ORS 334.100; **Community Colleges:** ORS 341.283

Charter Schools: may vary, see bylaws and charter agreement.



OAR 199-050-0005 – “Serial electronic written communications” means...

“a series of successive or sequential communications among members of a governing body using written electronic means, including emails, texts, social media, and other electronic applications that communicate the written word.”¹⁹³



When do Public Meetings Laws Apply?

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Public Meeting Law applies to the following types of meetings:

- Regular Meetings
- Special Meetings
- Emergency Meetings
- Executive Sessions, whether convened separately or as part of a regular, special, or emergency meeting; and
- Meetings held for the purpose of either presenting information to the governing body to prepare the governing body for a regular or special meeting, or to allow the governing body to engage in preliminary discussions or deliberations. (These meetings are often called “work sessions” or “workshop” meetings). OAR 199-050-0015(2)



Public Meeting Laws apply to:

Decision-Making Bodies. A decision-making body is a body with the authority to make decisions for the public body on policy or administration. A body meets this standard if its decision-making authority includes the power to exercise governmental power and act on behalf of the public body.

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Advisory Bodies. An advisory body is a body with authority to make recommendations to a public body on policy or administration.

OAR 199-050-0010





Public Meeting Laws DO NOT apply to:

Fact Gathering Bodies. Bodies with only the authority to gather and provide purely factual information to a public body, and that do not have the authority to make decisions or recommendations.

Bodies Advising Individual Public Officials. Bodies appointed by an individual public official with authority to make recommendations only to that individual public official who has the authority to act on the body's recommendation and is not required to pass the recommendations on unchanged to a public body.

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Certain Multi-Jurisdictional Bodies. Multi-jurisdictional bodies whose Oregon members do not constitute a majority of the governing body's voting members.

OAR 199-050-0010

Not a “Meeting”

- **On-site inspections of any project or program**
 - **Attendance at any national, regional or state association to which the public body or the members belong**
- ORS 192.610(7)(b)

- **Social gatherings**
Harris v. Nordquist, 96 Or App 19 (1989)

Members constituting a quorum cannot decide on or deliberate towards any decision while attending such an event or gathering

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Not a “Meeting”

Communications between or among members of the governing body, including communications of a quorum of members, that are:

- Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the governing body;
- Not related to any matter that, at any time, could reasonably be foreseen to come before the governing body for deliberation and decision; or
- Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.

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OAR 199-050-0015(3)(c)





What about committees/subcommittees?

- Committees, subcommittees, advisory committees, *etc.*, are subject to public meetings law, if they have:
 - Authority to make decisions for a public body; or
 - Authority to make recommendations to a public body.

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Public Meeting Requirements and Prohibitions

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Open to the Public

- All meetings of the governing body of a public body shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided in ORS 192.610 to 192.705. ORS 192.630(1)
- A quorum of a governing body may not meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by ORS 192.610 to 192.705. ORS 192.630(2)

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Location

Meetings of the governing body of a public body must be held:

- Within the geographic boundaries of the area over which the public body has jurisdiction;
- At the public body's administrative headquarters;
- At “the nearest practical location;”
- Within “Indian country” in Oregon;
- In a location accessible to persons with disabilities.

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ORS 192.630(4)



Location Exceptions

- Training sessions in which no deliberations towards a decision are involved;
- Joint meetings of governing bodies or a governing body and “Oregon Indian tribal officials”; and
- Actual emergency necessitating immediate action.
- ORS 192.630(4)



Non-discriminatory Location

A governing body may not hold a meeting at any place where discrimination on the basis of race, color, creed, sex, sexual orientation, gender identity, national origin, age or disability is practiced. ORS 192.630(3)

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Disability Discrimination

- Cannot “meet in a place inaccessible to persons with disabilities;” or
- Cannot “fail to make a good faith effort to have an interpreter... provided at a regularly scheduled meeting” when requested at least 48 hours in advance.

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ORS 192.630(5)

Remote Access

To extent reasonably possible, public bodies must make all meetings (excluding executive session) accessible remotely through technological means and provide opportunity for members of general public to remotely submit oral and written testimony if in-person oral and written testimony is allowed.

ORS 192.670(3)





Virtual Meetings

Meetings can be held entirely virtually (board members attend remotely and no physical location for members of the public to attend).





Virtual Meetings

Must “make available to the public at least one place where, or at least one electronic means by which, the public can listen to the communication at the time it occurs. A place provided may be a place where no member of the governing body of the public body is present.” ORS 192.670(2)





Notice

OAR 199-050-0040(3) requires a notice for meetings which are open to all members of the public to contain, at a minimum, the following information:

- Time, date and location of the meeting;
- The electronic link or telephone access information;
- A list of the principal subjects anticipated to be considered at the meeting (i.e., agenda). This requirements does not limit the ability to consider additional subjects;
- The name, telephone number, and email address of a person to contact to request an interpreter or other communication aids, or a notice that a sign language interpreter or other communication aids will be provided.



Methods for Notice to the Public

A governing body satisfies the public notice requirement by providing notice of its meetings to be displayed conspicuously on the governing body's **website** or on a publicly accessible website hosted by a third party and linked to the governing body's website.

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If the governing body does not maintain a publicly accessible website: posting on the Oregon Transparency Website, community postings, bulletin boards, newspaper notice, or any other means reasonably calculated to provide actual notice to the general public.

OAR 199-050-0040(2)(a)



Methods for Notice to Interested Persons

- A) Interested person lists, mailing lists, or other lists of person or groups maintained by the governing body to provide notice or communications;
- B) Social media platforms normally utilized by the governing body for communications; or
- C) Any other means reasonably calculated to provide actual notice to interested persons known to the governing body.

OAR 199-050-0040(2)(b)



Methods for Notice to Media

A governing body satisfies the media notice requirement by providing notice to those media representatives who have requested notice, either in the method requested by the media representatives or by any other means reasonably calculated to provide actual notice to the media representatives.

OAR 199-050-0040(2)(c)

Special Requirement for ESDs

- ORS 276B.253(3)(k) requires “a copy of all notices of public meetings of the education service districts” be contained on the Oregon transparency website, “to the extent practicable and subject to laws relating to confidentiality, when at no additional cost, using existing data and existing resources ...and without reallocation of resources...”

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Executive Session Notice

Same as regular meetings, plus:

- Must “identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization.
- If part of a regular, special or emergency meeting, “the presiding officer shall identify in open session the specific statutory provision and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization.”

OAR 199-050-0040(3)(d)





Timing of Notice

- Regular Meeting – as much notice as reasonably possible, but no less than 48 hours advance notice.;
- Special Meeting – at least 24 hours in advance;
- Emergency Meeting – such notice as is appropriate to the circumstances (ORS 192.640(3)). Attempt to contact media and other interested persons. Minutes must describe the emergency justifying less than 24 hours' notice and the reason why the meeting could not be delayed for 24 hours.

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OAR 199-050-0040(4)



Public Meeting Minutes

- Must include “a true reflection of the matters discussed at the meeting and the views of the participants” and the following:
 - All members of the governing body present;
 - All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
 - The results of all votes and the vote of each member by name (if 25 or fewer members);
 - The substance of any discussion on any matter; and
 - A reference to any document discussed at the meeting.

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ORS 192.650(1)



Public Meeting Minutes

- All minutes or recordings must be available to the public “within reasonable time after the meeting.” ORS 192.650(1).
- School board meeting minutes are public records and need to be retained permanently. OAR 166-400-0010(9)

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Executive Session Minutes

- Same content requirements (except ORS 332.061);
- Not required to disclose “if the disclosure of certain material is inconsistent with the purpose for which a meeting under ORS 192.660 is authorized to be held.” 129



Recordings instead of minutes

- Generally, audio or video recordings can be kept instead of minutes, but due to retention requirements, school boards must have a waiver from the Secretary of State Archives Division to not keep minutes in hard copy (transcripts may satisfy meeting requirements).
- See OAR 166-017-0045(2)-(3)

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Recording Meetings

- School districts, ESDs, community college districts and public universities are required to post video recordings of non-executive session meetings within seven days of the meeting;
- Posted to the public body's website or social media site;
- If facilities lack broadband Internet access, audio recording is sufficient;
- SB 1502 (2024);, Effective January 1, 2025;
- Does not apply to school districts with less than 50 ADMr;
- Does not apply to executive session.

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Public Comment

“The Public Meetings Law does not provide the public the right to participate or to provide public testimony or public comment. In the absence of a statutory or other legal requirement to hear public testimony or comment on certain matters, a governing body may conduct a meeting without any public participation.”

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OAR 199-050-0050(6)



Public Comment

When public testimony is permitted, the governing body shall

- (a) Allow oral testimony by telephone, video or other electronic or virtual means if in-person oral testimony is allowed.
- (b) Allow written testimony, including electronic, if in-person testimony is permitted. May require it be submitted in advance.

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OAR 199-050-0050(5)



Public Comment

“The presiding officer has inherent authority to keep order and to impose reasonable restrictions necessary for the efficient and orderly conduct of a meeting... the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant point.”

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OAR 199-050-0050(7)



Voting Requirements

- 1) All official actions by public vote;
- 2) Vote by name recorded;
- 3) Secret ballots prohibited;
- 4) If written ballot, must include name and vote, and be announced during the meeting.

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OAR 199-050-0055



Serial Meetings Prohibited

A quorum of the members of a governing body shall not, outside of a meeting conducted in compliance with the Public Meetings Law, use a series of communications of any kind, directly or through intermediaries, for the purpose of deliberating on any matter that is within the jurisdiction of the governing body. ¹³⁶ OAR 199-050-0020(1)



Serial Meetings Prohibited

These prohibitions apply to any one of a combination of the following methods of communication:

- a) In-person;
- b) Telephone calls;
- c) Videos, videoconferencing, or electronic video applications;
- d) Written communications, including electronic written communications, such as email, texts, and other electronic applications;
- e) Use of one or more intermediaries to convey information among members;
and
- f) Any other means of conveying information.



Executive Sessions

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Executive Session

ORS 192.610(1) Public Meeting Law “do[es] not prevent the governing body of a public body from holding an executive session during a regular, special or emergency meeting, after the presiding officer has identified the authorization under ORS 192.610 to 192.705 for holding the executive session.”



Executive Session

OAR 199-040-0020(1) “Executive session may only be held when permitted by a specific provision of ORS 192.660 or other state law authorizing executive session. The topic(s) discussed in an executive session must be limited to those topics expressly permitted by the specific provision under which the executive session was convened. Members of governing bodies may not discuss topics in executive session other than those delineated in [the law], even if the additional topics are related to the issue concerning which the governing body convened the executive session.”¹⁴⁰



Executive Session

ORS 192.610(4) “Executive session” means any meeting or part of a meeting of a governing body which is closed to certain persons for deliberation on certain matters.

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Executive Sessions

- Can be held as part of a regular, special or emergency meeting;
- Can be held separate from any other agenda items;
- Public meeting requirements still apply:
 - Notice
 - Minutes
 - Location
 - Accessibility

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Unique to Executive Sessions

- No final action or making any final decisions (can reach informal consensus, but no votes except ORS 332.061);
- News media allowed to attend except:
 - Labor negotiations (ORS 192.660(2)(d);
 - Student issues (ORS 332.061); or
 - Current litigation or litigation likely to be filed if the news media is a party to the litigation;
but should be instructed not to report;
- Board and any guests allowed to attend.

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Who is news media?

- Attorney General Opinion 8291 (2016), page 14

“... we conclude that ‘representatives of the news media’ for purposes of ORS 192.660(4) includes news-gathering representatives who have a formal affiliation with an institutional news medium. A news media entity is institutional if it is formally organized for the purpose of gathering and disseminating news. As discussed below, however, the proliferation of technologies for disseminating information can make it difficult to identify which entities are institutional news media.”

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Executive Sessions with Virtual Attendees

For executive sessions where the media are statutorily authorized to be present, if any person, including any member of the governing body, is attending the executive session by telephone, video, or other electronic means, the governing body shall provide members of the media the same attendance option. Nothing in this subsection prevents the governing body from establishing reasonable security measures to ensure the media's attendance by telephone or other electronic means is conducted through a secure connection or method.

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OAR 199-050-0050(4)



Announcing Executive Session

- Public announcement of statutory authorization must be made prior to the executive session;
- If only an executive session will be held, or if the executive session precedes an open meeting, the announcement must be included in the notice;
- If an executive session is held in conjunction with an open meeting, the announcement must be made during the portion of the meeting open to the public.
- OAR 199-040-0015

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SAMPLE SCRIPT TO ANNOUNCE START OF EXECUTIVE SESSION

The [governing body] will now meet in executive session pursuant to ORS 192.660(____) [choose appropriate section(s) for *this* session], which allows the Commission to meet in executive session to ____[list activity(ies)]_____.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

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Common Reasons for Executive Sessions

- To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))*
- To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))**/**
- To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

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Common Reasons for Executive Sessions

- To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
- To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))**. Cannot use this provision to conduct “a general evaluation of an agency goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.
- To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))



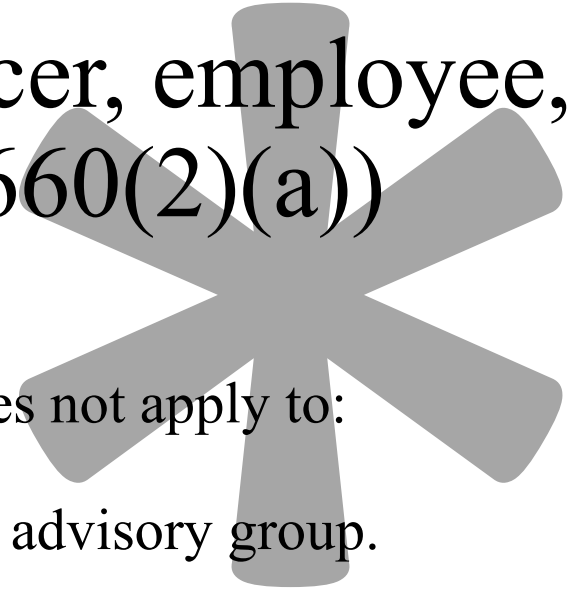
Common Reasons for Executive Sessions

- To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
- To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
- To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
- To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

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***To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))**



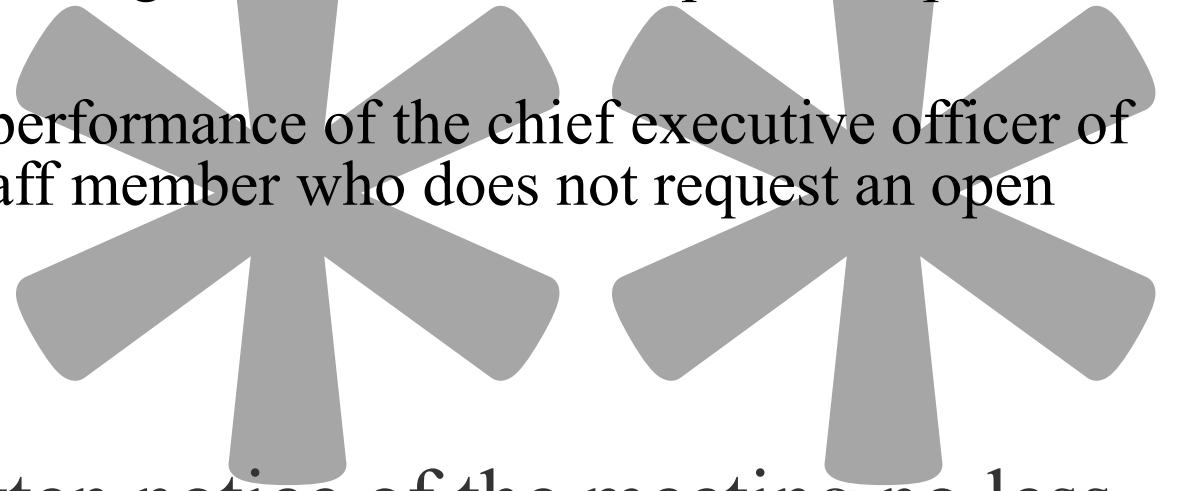
ORS 192.660(7) The exception granted by subsection (2)(a) of this section does not apply to:

- a) The filling of a vacancy in an elective office.
- b) The filling of a vacancy on any public committee, commission or other advisory group.
- c) The consideration of general employment policies.
- d) The employment of the chief executive officer, other public officers, employees and staff members of a public body unless:
 - A. The public body has advertised the vacancy;
 - B. The public body has adopted regular hiring procedures;
 - C. In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
 - D. In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.



To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))**/**

To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))**



“the public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting.” Must include:

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- 1) Name of governing body
- 2) Time, date and location of the meeting;
- 3) Purpose of the executive session (citation); and
- 4) Information on how to request open hearing.

OAR 199-040-0030



To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a)) *

To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b)) **/**

To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i)) **

“Compensation, including salaries and benefits, must not be discussed or negotiated during an executive session under ORS 192.660(2)(a), (b) or (i).”

OAR 199-040-0020



To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))**/**

Applicability to complaints against board members depends on the circumstances.

OGEC Staff Opinion 22-106S



Labor Negotiations and Executive Sessions

- To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
- “Labor negotiations shall be conducted in open meetings unless negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.” ORS 192.660(3)

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OGEC Opinions

- Any person may request an advisory opinion or written or oral staff advice for actual or hypothetical situations involving executive session. ORS 192.660(10).
- OGEC can also provide guidance, advice and opinions on other matters relating to Public Meetings Law.

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OGEC Authority



- Civil penalty of up to \$1,000 for each board member for violation of public meetings law (ORS 244.350(2)(a))
 - No civil penalty if acting at the advice of legal counsel, but letter of education is possible (ORS 244.350(2)(b))
- Lawsuits against the district
- Insurance policies generally do not provide insurance coverage to entities and individuals who intentionally violate the law



Grievances and Complaints

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Grievance: filed with the governing body in accordance with ORS 192.705 and OAR 199-050-0070.

Complaint: filed with OGEC after the grievance procedure in accordance with ORS 192.685 and OAR 199-050-0075.



Public Meetings Violations

An individual who believes a governing body has violated public meetings laws has two options:

1. Grievance to public body followed by complaint to OGEC (ORS 192.685); and/or
2. Lawsuit to compel compliance with Public Meetings Law (ORS 192.680(2)).

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Acceptance of Grievances

The public body must accept grievances filed by:

1. In-person delivery during regular business hours;
2. First-class mail; and
3. Email.

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The public body may accept grievances by other means.



Website Must Include

1. Person and contact information to whom a grievance may be submitted; and
2. Hours during which in-person grievances will be accepted.

Absent these, a grievance can be filed with the chief administrative officer or to the chair of the public body.

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If no website, must publish notice in the same manner as meeting notices.

OAR 199-050-0070(3)



Step 1: Submitting the alleged violation to the public body.

If a person believes a governing body has done something to violate Public Meetings Law, they have to first file a written grievance. There are three key things to be aware of:



It must be a written grievance.



It must be filed within 30 days.



It must be filed with the public body.

Must include:

1. Name of governing body;
2. Date of the violation;
3. Specific facts and circumstances;
4. Date of the grievance; and
5. Name and contact information of person filing the grievance.

OAR 199-050-0070(2)



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DAYS

Step 2: Responding to the alleged violation.

Response 1



Response 2



Response 3



Deny

Deny the facts.

Provide the public body's version of events, and that no violation occurred.

Admit / Deny

Admit the facts.

Explain why the facts are not a violation of PML.

Admit / Admit

Admit the facts.

Admit the violation, and explain how the public body will fix the violation.

WRITTEN
RESPONSE
GRIEVANCE
FILER

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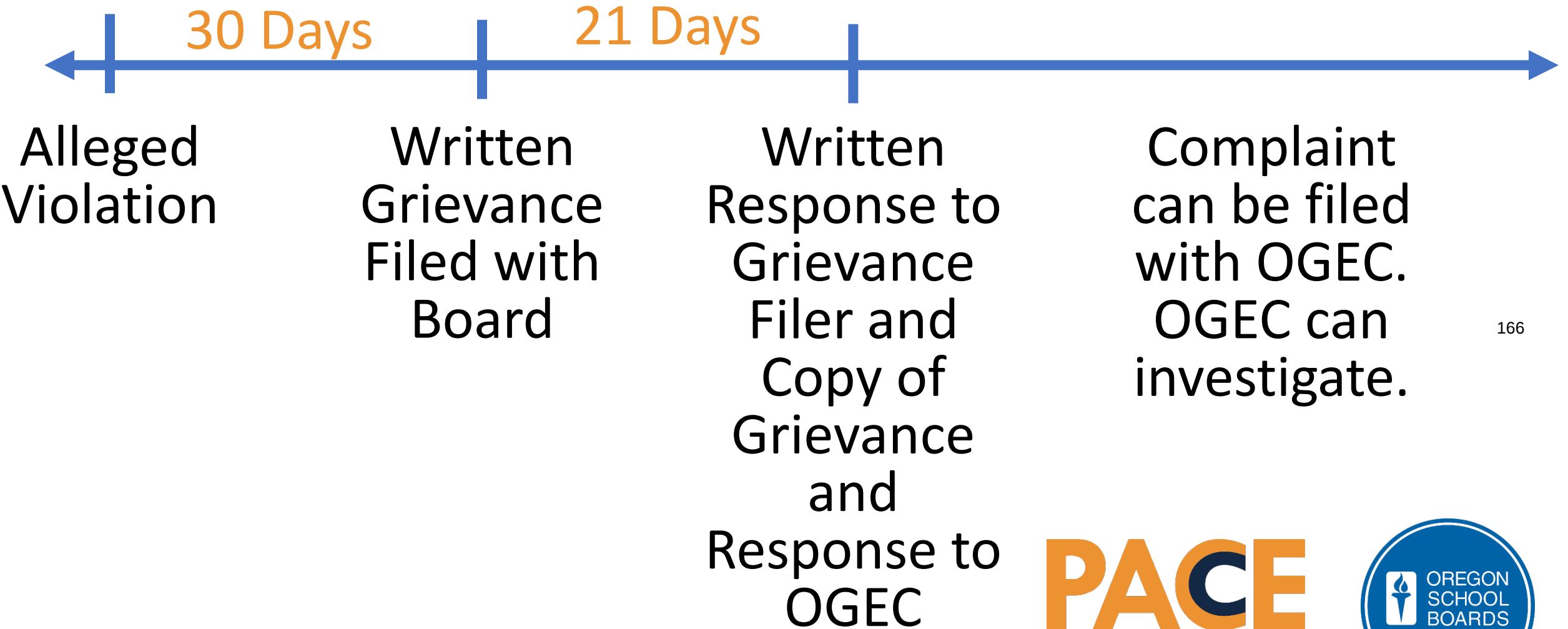
COPY OF
GRIEVANCE
& RESPONSE
TO OGEC



Admit/Admit

1. Rescind decision; OR
2. Acknowledge in a public meeting (within 45 days):
 - a. Violation;
 - b. Good cause exists for not rescinding; AND
 - c. Practices to be modified to avoid future violations.

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Complainant Responsibilities (ORS 192.685(3))

A complainant is required to submit to OGEC:

- Documentation of complainant's actions taken under ORS 192.705;
- The public body's response.

OGEC will dismiss any complaint filed that does not satisfy the requirements in ORS 192.685(2).

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Complaints Against All Members of the Governing Body

OAR 199-050-0075(2):

A complaint alleging violations of Public Meetings Law that is filed with the Commission under ORS 192.685 will be construed as a complaint against all members of the governing body and cases will be opened for each member of the governing body.

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Consolidation

OAR 199-050-0075(3):

When a complaint involves the members of a governing body, OGEC will consolidate at the preliminary hearing and investigative phase unless a governing body member objects.

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Individual determinations will be made for each member.

Procedural Dismissal, OAR 199-050-0075(4)

A complaint that is dismissed for failure to comply with requirements is a procedural dismissal only. The dismissal does not prevent OGEC from taking up the matter on its own motion if it has authority to do so, or considering a new complaint based upon the same conduct (if all rules are met).



OGEC Authority (ORS 244.350)

- If the public body does not timely respond to complainant's grievance, or if complainant is not satisfied with public body's written response, complainant may file complaint with OGEC.
- OGEC may investigate public meetings violation complaints for executive sessions.
- If OGEC finds that governing body violated public meetings law, can impose civil penalties "not to exceed \$1,000..."
- Civil penalty is a personal liability of each member of the governing body on whom the penalty is imposed; cannot be paid by the public body. ORS 244.040.

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“If at any time [OGEC] has reason to believe that there has been a violation of ORS 192.660, [OGEC] may proceed ...on its own motion as if the commission had received a complaint.”

ORS 192.685(1)(b)

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Public Meetings Lawsuit

Court can order:

- Governing body to “redo” the decision at issue;
- Appropriate equitable relief; and
- Payment of plaintiff’s reasonable attorney fees.

If court determines a governing body’s violation was the result of intentional disregard of the law or willful misconduct by a quorum:

- Court can void the decision (despite any attempt to reinstate it), unless other equitable relief is available (ORS 192.680(3)); and
- any members of the body who engaged in willful misconduct will be *personally* liable to the governing body for any attorney fees it has to pay to the plaintiff (ORS 192.680(4)).

Must be filed within 60 days following the date that the decision becomes public record. ORS 192.680(6).

Questions?

- General Legal (PACE):
pacelegal@osba.org
- OSBA Policy: slewis@osba.org
- Oregon Government Ethics
Commission (OGEC):
(503) 378-5105
mail@ogec.oregon.gov



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EXECUTIVE SUMMARY

Meeting Date:	July 25, 2026
Agenda Item:	Youth Voices Rising Summit
Item Type:	Information/Discussion
Administrator:	Board Director Erik Johnsen
Objective:	Share experience and ideas from the summit

Background: Board Director Erik Johnsen participated in the Youth Voices Rising Summit in May, which brought together students and policymakers from across the state. At this meeting, he will share key issues discussed at the summit that relate to the role of school board members and identify potential actions for Board consideration.

Additional Materials: N/A

Recommendation: Participate in discussion.

Suggested Motion: No formal action required.