



## EXECUTIVE SUMMARY

<b>Meeting Date:</b>	June 18, 2026
<b>Agenda Item:</b>	Annual Designations for 2026-27 School Year
<b>Item Type:</b>	Consent Agenda
<b>Administrator:</b>	Brad Earl
<b>Objective:</b>	Approve the annual designations for the 2026-2027 school year

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

### **Board Organizational Meeting Historical and Other Information:**

#### **Legal Counsel**

##### **General Counsel, Employment and Labor Attorney – Garrett, Hemann, Robertson P.C .**

Garrett, Hemann, Roberson P.C. (GHR), located in Salem, Oregon, has provided the school district with legal services in the area of employment and labor law, and human resource consultation since January of 2013. In 2022, the district conducted a new Request for Proposal (RFP) process to select an employment and labor attorney. Multiple firms were interviewed at that time and the district selected and renewed its contract with GHR, specifically Rebekah R. Jacobson, to represent the district on employment and labor matters.

The district selected GHR and Rebekah R. Jacobson as its General Counsel in 2026 through an RFP process.

##### **Legal Services for Special Education Matters – The Hungerford Law Firm**

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

##### **Bond Counsel – Foster Garvey PC**

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

### **Financial Auditors - Clear Trail CPAs**

Kenny Allen, CPA, CFE, Managing Partner and co-founder of Clear Trail CPAs, brings over 25 years of municipal auditing experience. The district has worked with Kenny Allen for over 15 years, most of that time with the firm Pauly, Rogers and Co., P.C. until Kenny opened Clear Trail CPAs. Clear Trail is located in Beaverton, Oregon and specializes in K12 and municipal auditing and accounting.

### **Depositories for School Funds**

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

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

#### **Local Government Investment Pool (LGIP) – Oregon State Treasury**

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

#### **Deposit Account – People's Bank of Commerce**

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

### **Comprehensive Insurance Coverage**

#### **Property & Casualty for Education (PACE) – Insurance Carrier**

The district purchases insurance through PACE, which is the largest property and liability risk pool of school entities in the state, serving more than 200 education organizations. The district has extensive coverage for Educators Liability, Auto, Property, Earthquake, Flood, Equipment Breakdown/Boiler and Machinery, Crime, Cyber Liability and now School Violent Acts Coverage. The district selected Brown & Brown as its liability insurance agent through an RFP process conducted in 2025.

**Appoint District Clerk** - Superintendent Jeanne Grazioli

**Appoint Deputy Clerk** - Brad Earl, Budget Officer and Custodian of funds with authorization to sign district checks, make payments, accept quotes and award bids, executive interfund loans and/or cash advances in accordance with ORS 294.660, invest funds, and sign contracts.

**Additional Materials:** None

**Recommendation:** Consider approving the annual designations.

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