Work Session OF THE BOARD OF DIRECTORS
Thursday, April 9, 2026 - 7:00 PM
Oakdale Middle School Room 230
815 S. Oakdale Ave.
Medford, OR 97501

AGENDA

1. **Call to Order / Pledge of Allegiance / Roll Call**
2. **Agenda Adjustments and Approval**
3. **Board Decisions following Executive Session**
4. **Consent Agenda**
   - a. Staff Assignment Report 2
   - b. Minutes from previous Board meeting 4
   - c. Foreign Exchange Programs 11
5. **Budget Committee Orientation** **12**
6. **Recess**
7. **Work Session Items**
   - a. Proposed Special Board Meeting - Discussion 42
   - b. K-5 Science Instructional Materials Overview 43
   - c. Social Science Instructional Materials Overview 46
   - d. Board Operating Agreement — Proposed Revision 51
8. **Announcements**
   - a. April 23 - Board Meeting at Oakdale Middle School - 6:00 PM
9. **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.

Medford SCHOOL DISTRICT

EXECUTIVE SUMMARY

Meeting Date:	April 9, 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, April 9, 2026

Recommendation for election to the position of Administrator for the 2026-2027 school year:

Employee Name	School/Location	Position
Smith, Kelly	Roosevelt Elementary	Principal
Smith, Shawna	Jacksonville Elementary	Principal

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

Employee Name	School/Location	Position
Kirk, Zachary	Griffin Creek Elementary	TEMP Social Emotional Learning Advocate
Walton, Elizabeth	North Medford High School	TEMP Science Teacher

Medford SCHOOL DISTRICT

EXECUTIVE SUMMARY

Meeting Date:	April 9, 2026
Agenda Item:	Consideration for approval of minutes from previous meeting(s)
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 March 19 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.

Regular Meeting of the Board of Education

Thursday, March 19, 2026 6:00 PM

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

Board members present: Lilia Caballero (attended virtually), Kendell Ferguson, Erik Johnsen, Sandra LaNier McHenry, Sunny Spicer (attended virtually), 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 6:39 PM, led the Pledge of Allegiance, and confirmed a quorum through roll call. She welcomed attendees and read the district's vision statement.

2. **Agenda Adjustments and Approval**

   A motion was made by Ferguson and seconded by LaNier McHenry to remove item 7.a. Superintendent Contract Approval from the agenda.

   Discussion: Board members discussed whether to retain the item on the agenda to allow for conversation regarding the contract process, reasons for the delay, and the need to ensure clarity and shared understanding among the full Board.

   Roll call vote: LaNier McHenry: Yea, Johnsen: Nay, Caballero: Yea, Zbikowski: Nay, Williams: Nay: Ferguson: Yea; Spicer (not present for vote)
   Result: Motion failed (Yea: 3, Nay: 3, not present: 1)

3. **Consent Agenda**

   The following items were presented on the consent agenda:
   -Staff Assignment Report
   -Minutes from previous Board meeting

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

4. **Items for Information & Discussion**

4.a. Superintendent Report: Dual Language Program

Jackson Elementary Principal Jordan Gieg, along with Two-Way Immersion Teachers Yasmin Bennet and Megan Muro, presented an overview of the dual language program, highlighting areas of growth, along with positive outcomes in family engagement, attendance, and behavior. Principal Gieg emphasized the importance of sustaining the program to support meaningful learning experiences and the value of bilingualism. A video featuring student perspectives was also shared.

Board Directors asked questions and provided comments regarding program cohorts, assessment through i-Ready, and preparation for students to earn the Seal of Biliteracy. Directors also expressed appreciation for the staff's work and the positive energy and environment at Jackson Elementary.

4.b. Student Report

Student Representatives from South Medford (SMHS) and North Medford (NMHS) provided updates on school activities and achievements.

Brandon Fullenwider, SMHS Class President, highlighted the upcoming Milli Vanilli dance and lip-sync competition and the girls basketball team's strong season.

Max Barnard, NMHS Class President, reported that band and choir qualified for state and earned a trip to San Francisco, shared updates on sports and class competitions, and noted progress on the gymnasium rebuild and new field house.

Both expressed appreciation for support of new OSAA-sanctioned sports. Board Directors thanked them for their presentation and expressed excitement for graduation.

4.c. Board Priority: Financial Stewardship

Assistant Superintendent of Operations Brad Earl reported he will speak at an open session for NMHS parents and students on April 22 regarding the gymnasium project. He provided an overview of the fiscal sustainability group meetings, noting one remaining session, and reviewed the Board's financial reports. Earl also updated the Board on the recent legislative short session, highlighting positive outcomes from strong education advocacy, while noting a $3 million ODE budget reduction with uncertain district impact. He acknowledged the City of Medford's partnership and valuable input.

Board Director Johnsen expressed confidence in Earl and appreciation for his efforts in educating group members on school financing.

Board Director Sunny Spicer joined the meeting virtually during this presentation.

5. Citizen Comments

Chair Ferguson reviewed the citizen comments guidelines.

Jake Austin, a parent, spoke in objection to what he described as disproportionate discipline of his daughter following a student walkout at Oakdale Middle School, noting that Board policies were not properly followed.

Sarah Giddings, a parent and civics teacher, noted that the walkout did not cause disruption and was known to the school, but expressed concern over what she viewed as unfair discipline of her student. She urged the Board to ensure consistent discipline practices across all schools.

Chair Ferguson thanked all who participated and closed citizen comments.

6. Recess

The meeting was recessed for 10 minutes.

7. Board Action Items

7.a. Superintendent Contract Approval

A motion was made by Johnsen and seconded by Williams to form a subcommittee with the Chair, Vice Chair and Johnsen to handle any subsequent changes to the superintendent contract.

Discussion: Johnsen noted his experience with high-level contracts and cited delays in counsel responsiveness as a reason to expedite the process and avoid further delay. Discussion also addressed the option of using different legal counsel and identified communication between the two representatives as the cause of the current delay.

Roll call vote: LaNier McHenry: Yea, Johnsen: Yea, Caballero: Yea, Zbikowski: Yea, Williams: Yea: Ferguson: Yea; Spicer (issues with audio – did not vote)
Result: Motion passed (Yea: 6, Nay: 0, unable to vote due to technical issues: 1)

7.b. Health Instructional Materials Adoption

A motion was made by LaNier McHenry and seconded by Caballero to approve the adoption of the K-12 health instructional materials as recommended.

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

7.c. Science Instructional Materials Adoption

A motion was made by LaNier McHenry and seconded by Caballero to approve the adoption of the secondary science instructional materials for grades 6-12 as recommended.

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

7.d. Budget Calendar Adoption

A motion was made by Zbikowski and seconded by LaNier McHenry to approve the budget calendar for the fiscal year 2026-27 budget as presented.

A question was raised regarding the compressed timeline and if it could present a potential challenge.

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

7.e. Declare Number of Interdistrict Student Transfers for Release 2026-27

A motion was made by Johnsen and seconded by Caballero to allow Kindergarten through 5th grade students to be released for out-of-district transfers through approved hardship criteria only, and allow all 6th through 12th grade students to be released for out-of-district transfers upon request.

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

7.f. School Board Policy - *second reading*

A motion was made by LaNier McHenry and seconded by Caballero to adopt policy BBG as presented.

Discussion: Board Chair Ferguson noted that policy BBG had been reviewed by OSBA and the Board's legal counsel, with additional revisions provided by Board Director Williams. Conversation focused on the necessity of the policy, respecting the work invested in its development, potential legal challenges, and whether it should be implemented at all. Concerns were raised regarding the indefinite timeline for consequences and a recap was provided of the meeting with legal counsel, including whether any revisions were suggested at that time.

An amendment was made by Williams and seconded by Johnsen to include the policy revisions as presented.

Discussion: The Board reviewed the proposed revisions and engaged in a detailed discussion on each, considering the timeline for consequences, the principle of assuming positive intent, and concerns that the policy could be misused against a Board member by a majority.

A secondary amendment was made by Ferguson and seconded by Johnsen to remove strike out in Step 1, leaving in, "the Board Norms, Board Code of Ethics, Board Operating Procedures, and State or Federal law;" remove strike out in Censure, leaving in "should be reviewed and reaffirmed on a regular and frequent basis, at least quarterly;" and adding, "and shall terminate one year after implementation; and striking out, "shall be for a period no greater than 4 months or beyond the term of the current school year;" and remove strike out in Privileges, leaving in, "access to district staff, access to district facilities, access to district events, access to district athletics."

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

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

Roll call on main motion as amended: Williams: Nay, Johnsen: Yea, Caballero: Yea, Zbikowski: Yea, Spicer: Yea, LaNier McHenry: Yea, Ferguson: Yea
Result: Motion passed (Yea: 6, Nay: 1)

7.g. Action on Complaint

A motion was made by LaNier McHenry and seconded by Johnsen to delegate authority to the Board Chair to respond to the complaint reviewed in executive session.

A question was raised regarding the policy timeline to respond to complainant.

Roll call vote: LaNier McHenry: Yea, Spicer: Yea, Williams: Yea, Caballero: Abstain (not present during executive session), Johnsen: Yea, Zbikowski: Yea, Ferguson: Yea
Result: Motion passed: (Yea: 6, Nay: 0; Abstain: 1)

8. Announcements

Chair Ferguson noted that spring break is next week and reminded the Board of the upcoming Work Session on April 9 at Oakdale Middle School.

9. Adjournment

With no further business, the meeting was adjourned at 9:07 PM.

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Medford SCHOOL DISTRICT

EXECUTIVE SUMMARY

Meeting Date:	April 9, 2026
Agenda Item:	Annual Foreign Exchange Program
Item Type:	Consent Agenda
Administrator:	Todd Bloomquist
Objective:	Approve Foreign Exchange Programs for the 2026-27 School Year

Background: School Board policy JECBA states that the district shall accept, without tuition, students from other countries who are participating in exchange programs officially recognized by the Board. Each year, we bring recommended programs for Board approval.

Additional Materials: None

Recommendation: Approve foreign exchange programs listed below for the 2026-2027 school year.

- AFS-USA
- Council for Educational Travel USC (CETUSA)
- International Cultural Exchange Services (ICES)
- NorthWest Student Exchange (NWSE)
- Rotary Youth Exchange District 5110
- World Heritage
- Youth For Understanding (YFU)

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

EXECUTIVE SUMMARY

Meeting Date:	April 9, 2026
Agenda Item:	Budget Committee Orientation
Item Type:	Presentation/Discussion
Administrator:	Brad Earl
Objective:	Provide an orientation to Budget Committee members

Background: At this meeting, the Board of Directors and Budget Committee members, who have been invited as available, will go through a Budget Committee Orientation to better understand their role and responsibilities on the committee and to ask questions they may have about the process. The Budget Committee Handbook and School Board Policy DBEA outline the responsibilities of the Budget Committee are linked to this executive summary and will be made available at the meeting.

During the orientation, we will talk generally about the financial outlook for the district for the next biennium and beyond. Staff will provide information about the role of budget committee members and be on hand to answer questions.

The first official meeting of the budget committee is scheduled for April 30, 2026.

Additional Materials: Budget Committee Handbook; Policy DBEA; and Budget Calendar

Recommendation: Participate in the presentation and ask clarifying questions.

Suggested Motion: N/A

OREGON SCHOOL BOARDS ASSOCIATION

BUDGET COMMITTEE HANDBOOK



FOR SCHOOL DISTRICTS AND EDUCATION SERVICE DISTRICTS

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BUDGET COMMITTEE HANDBOOK
TABLE OF CONTENTS

OREGON STATE LAW REQUIRES A BUDGET 3

BUDGET PERIOD 3

BUDGET OFFICER 3

THE BUDGET COMMITTEE 3

BUDGET COMMITTEE MEMBERSHIP 3-4

TERM OF OFFICE 4

BUDGET COMMITTEE OFFICERS 4

BUDGET COMMITTEE MEETINGS 4-5

DUTIES, RESPONSIBILITIES 5-6

BUDGET CHECKLIST 6

THE BOARD OF DIRECTORS' ROLE IN THE BUDGET COMMITTEE PROCESS 6

BOARD ACTIVITIES AND TIMELINE FOR BUDGET PROCESS 7

SUPPLEMENTAL BUDGET 7

SUGGESTED BUDGET COMMITTEE POLICY 8

SUGGESTED PROCEDURE 8

APPENDIX A: FREQUENTLY ASKED QUESTIONS 9-14

APPENDIX B: GLOSSARY 15-17

APPENDIX C: BUDGET CALENDAR SAMPLE 18

APPENDIX D: BUDGET COMMITTEE APPLICATION SAMPLE 19-20

APPENDIX E: BUDGET COMMITTEE INTERVIEW SAMPLE QUESTIONS 21

CITATIONS 22

THE BUDGET COMMITTEE PLAYS AN IMPORTANT ROLE

Although the majority of school funding comes from state sources, local budget committees remain an important part of a district's decision-making processes in setting local budget priorities.

The budget committee process provides an ideal forum for a district's citizens to discuss priorities for maintaining good schools, programs and facilities, how to deal with state and federal requirements and how best to allocate resources.

OREGON STATE LAW REQUIRES A BUDGET

The state requires every district to pass an annual budget [ORS 294.338]. Oregon law outlines a procedure for preparing, presenting and administering the budget. The statute requires citizen involvement in the budget preparation and public disclosure of the budget before its final adoption by the district board of directors.

Budget period

A district's budget must cover at least one fiscal year (July 1 through June 30). The district, however, may pass an ordinance, resolution or charter that requires preparing a two-year budget. If a district develops a two-year budget, it must certify the property tax to the county assessor for each of the fiscal years. [ORS 294.323(1) (2)]

The budgeting process includes preparation, approval and formal adoption. The final product is the district's financial plan that estimates expenditures and revenues for a fiscal year. By the final day of every fiscal year (June 30), the district's budget for the upcoming year must be finalized.

Budget officer

Oregon law requires a district to designate a budget officer, commonly the superintendent or business manager. A superintendent as budget officer works under the direction of the board, or anyone other than the superintendent designated as budget officer works under the direction of the superintendent [ORS 294.331]. The budget officer creates a draft budget document prior to the first meeting of the district's budget committee [ORS 294.426].

The budget committee

Every district must set up a budget committee, which is the vehicle that enables the public to participate in the budget process. [ORS 294.414]. After receiving the proposed budget from the budget officer, the committee must hold meetings to examine and possibly revise the document. The committee must then make the revised budget available for public comment. After holding the public hearing, the committee may make additional revisions and hold more public hearings before sending the budget to the district's board for final adoption.

Once the budget committee approves the proposed budget and sends it to the district board, the committee has no authority over the budget until the process begins again for the next budget cycle.

Budget committee membership

All district board members must be members of the budget committee plus an equal number of qualified district voters who are appointed by the board. [ORS 294.414(2)] In addition, each school district must include at least one member of its educational equity advisory committee on its budget committee as required by [ORS 328.542 (2)]. An education service district budget (ESD) committee must include the ESD board and school board members (or designees) from the districts in the ESD boundary. [ORS 334.240]

To be eligible for appointment, a school district budget committee candidate must:

- Not be an officer, employee or agent of the district [ORS 294.414(4)].
- Be a qualified voter of the district [ORS 294.414(2)]

All budget committee members have equal authority and responsibility. Members establish their own operating procedures as a committee.

Committee members may not receive compensation for serving. [ORS 294.414(3)]

If the school district or ESD board is unable to appoint qualified people to vacancies, the budget committee may proceed with a reduced number of members. For example, if a five-member board, after seeking qualified citizens, can fill only three of the five citizen positions, the budget committee can function with eight members rather than 10. A majority would then be five instead of six. [ORS 294.414(2)]

Term of office

If the budget committee prepares one-year budgets, the board appoints the citizen members for three-year terms. The terms are staggered so that one-third of the appointed members' terms end every year. [ORS 294.414(5)]

If the budget committee prepares a biennial budget, appointed members serve four-year terms, with the terms staggered so that one-fourth of appointed members' terms end each year. [ORS 294.414(6)]

If an appointed committee member is unable to serve an entire term, the district board must appoint someone to fill the vacancy. [ORS 294.414(7)]

Budget committee officers

At its first meeting the budget committee must elect a presiding officer from among its appointed or elected members [ORS 294.414(9)]. It may elect a vice chair, but it is not required.

Budget committee meetings

Budget committee meetings are open to the public and may be held in person or through telephone or video conferencing. Members of the public must have the opportunity to access and attend the meeting via telephone, video or other virtual means to the extent reasonably possible. [ORS 192.670]. A majority of committee members must be present to convene a meeting and only budget committee business may be transacted during the meeting. A majority of the committee is required to approve any motion. (A majority is one more than half the committee members.) Approval of any motion requires at least six "yes" votes with a budget committee of 10 members or at least eight "yes" votes with a committee of 14. [ORS 174.130, 38 Op Atty Gen 1935 (1978)]. More information about Oregon's public meetings laws can be found in the Attorney General's Public Records and Meetings Manual.

The committee must hold at least one meeting to receive the draft budget, the superintendent's budget message and provide the public an opportunity to ask questions and comment. [ORS 294.426]

The budget officer must publish notice of each meeting of the budget committee. The notice can be a combined notice for all meetings if the budget committee will hold more than one meeting to receive the budget message and budget document and provide members of the public with an opportunity to ask questions and comment on the budget document. ORS 294.426 (3). The meeting notice must include the purpose, time and place of the meeting, where the budget document is available, and that the budget committee will deliberate at the meeting, Meeting notices must also clarify at what meeting the budget committee will receive questions and comments from members of the public. ORS 294.426 (4). For specific requirements on meeting notification see ORS 294.426 (3-5).

Minutes of the meetings are kept and made available upon request. The committee reviews the budget as proposed and makes any needed changes. Additional committee meetings, which are open to the public, must follow the same procedure for public notice as required for a regular meeting of the school board. [ORS 294.428].

Duties, responsibilities

The committee hears the budget message, receives the budget document, hears from the public, announces the time and place for any subsequent meetings, and approves the budget document. [ORS 294.426]

The budget committee is entitled to receive any information it requires for the revision and preparation of the budget document and may require any officer or employee to attend its meetings. ORS 494.428 (3). Requests for information or attendance of employees at committee meetings should go through the superintendent or budget officer.

The budget committee does not approve new personnel, employee contracts or salary schedules. Neither does it negotiate salary contracts. The budget committee may request and review previously adopted salary schedules, negotiated contracts and other materials that have a fiscal impact on the budget document. Any deviation from this requirement could cause a liability for the district in regard to negotiated labor agreements and other contracts the district currently has in place.

By the time the budget committee receives the budget message and budget document, many hours of work have been spent developing the proposed budget. The budget officer appointed by the board coordinates these efforts with faculty, staff and other administrators.

The budget committee approves the budget document as submitted by the budget officer or as revised by the committee. The committee recommends a level of spending for the year. It also specifies the property tax amount or rate for all funds in the approved budget.

The budget committee's duties cease after it has approved a proposed budget. The district board holds a final hearing on the budget document. [ORS 294.453] The document presented at this hearing is the budget as recommended by the budget committee. The board may make additional adjustments after the hearing, but not before. However, there are limits to the changes permitted. In a one-year budget, if those changes increase property taxes by any amount or increase expenditures in any fund by more than 10 percent or more than $5,000 – whichever is greater – the district must republish the budget document and hold another budget hearing. In a biennial budget, if the changes increase property taxes by any amount or increase expenditures in any fund by more than 10 percent or $10,000 – whichever is greater – the district must republish the budget document and hold another budget hearing. [ORS 294.456]

The budget committee may meet from time to time at its discretion in addition to the budget committee meeting(s) to approve the budget document. All additional meetings are open to the public and notice must be provided to the public in the same way the district gives notice of board meetings.

Budget checklist

- First meeting:
    - Elect presiding officer (required) and vice chair (optional).
    - Establish budget committee procedural rules.
    - Receive budget message and proposed budget.
    - Establish a meeting calendar.
    - Request additional information on budget items.
    - **Additional steps:**
        - Make sure the budget documents are available to anyone requesting copies.
        - Provide opportunities for the public to ask questions and make comments about the proposed budget. This is not a strict requirement for the first meeting; it may occur at any budget committee meeting.
- Final meeting:
    - Approve budget and send it to the district board of directors.
    - Specify the tax amount or rate for each fund imposing a property tax.

The board of directors' role in the budget committee process

The school or ESD board of directors is the governing body with the ultimate responsibility for district oversight. The board's duties and responsibilities encompass many topics, including, but not limited to:

- Adopts policies
- Setting district budget goals
- Determining staffing levels
- Negotiating employee contracts
- Appointing committee members
- With specific regard to the budget process, the board is responsible for appointing the citizen budget committee members in accordance with ORS 294.414(2) and adopting the district's final budget. [ORS 294.456]

Board activities and timeline for budget process:

- Designate the budget officer.
- Appoint citizen budget committee members.
- Approve budget calendar.
- Publish required notices.
- Participate in budget committee meetings.
- Hold public hearing(s) on budget committee approved budget.
- Provide citizens with information about the budget.
- No later than June 30, adopt budget, make appropriations, declare and categorize tax levy.
- No later than July 15, certify levy to the county assessor.
- Receive financial reports monthly during the year.
- Make any budget transfers of appropriations that may be required during the year.
- Review audit (examination of annual financial report) and auditor's comments regarding compliance with legal requirements and Generally Accepted Accounting Principles (GAAP).

Supplemental budget

Supplemental budgets serve as a tool for school districts, especially in odd-numbered years in Oregon, to adjust their financial plans according to the actual state Legislature's appropriations, which are finalized after districts have approved their budgets. The budget committee does not play a direct role in implementing supplemental budgets, but committee members should understand supplemental budgets and their use when participating in the regular budget process.

Adjustments to district budgets through adoption of supplemental budgets are necessary when districts encounter unforeseen expenditures or receive unexpected revenue not accounted for in the initial budget, allowing for their utilization within the current fiscal year. While supplemental budgets are primarily associated with allocating new funds or increasing revenues, they can also be established to create new funds or transfer funds to new budget categories not included initially.

Legislated under ORS 294.471, supplemental budgets are valid only in the fiscal year or budget period they are adopted. When adjustments to fund expenditures are 10 percent or less, a supplemental budget can be adopted during a regular governing body meeting. However, if changes exceed 10 percent or new funds or budget categories are created, a public hearing must be held to gather community feedback before adopting the supplemental budget. This process emphasizes transparency and public involvement.

Suggested budget committee policy

District boards must establish budget committees in accordance with the provisions of [ORS 294.414], and [ORS 334.240] for ESDs.

The budget committee must consist of all board members and an equal number of members who are qualified district voters appointed by the board. In addition, each school district must include at least one member of its educational equity advisory committee on its budget committee as required by [ORS 328.542 (2)].

If no qualified voters are willing to serve, the board of directors serves as the budget committee. District officers, agents or employees of the district may not serve as members of the budget committee.

Most appointed budget committee members serve three-year terms. The terms are staggered so that one-third of the terms are appointed each year. If the district adopts a biennial budget, the terms are four years, with one-fourth of the terms expiring each year.

If any appointed member is unable to serve the term for which he/she was appointed, the board must fill the vacancy by appointment for the remainder of the unexpired term. [ORS 294.414]

Suggested procedure

When a vacancy occurs on the budget committee, utilize the following procedure:

- The board declares the budget committee position open.
- Issue notice of a vacancy, with the following information:
    - The position number
    - Deadline for receiving applications
    - Person whom applicants should contact, e.g., superintendent
    - Qualifications for holding office
    - Term of appointment
    - Date appointment will occur

The board chair should send a letter to everyone who submits his or her name for consideration. The letter must provide general information about the budget committee. A candidate information sheet also will be sent. The candidate information sheet will be included in the board packet when the selection is made. (See application example in appendix section, pg.)

Interviews will be held with prospective appointees and appointment will be made at a regular or special board meeting.

APPENDIX A:

FREQUENTLY ASKED QUESTIONS

What is a budget committee?

The budget committee is a school district's or ESD's fiscal planning advisory committee. It consists of the elected board members and an equal number of qualified district voters appointed by the board.

Who can serve on a budget committee?

The board may appoint any qualified voter of the district to serve on the budget committee, except school district officers, agents or employees. In addition, each school district must include at least one member of its educational equity advisory committee on its budget committee as required by [ORS 328.542 (2)].

Are budget committee members paid for their work?

No. Budget committee members may not receive any compensation for their work on the budget. They may be eligible, however, for travel or meal expenses resulting from meetings or other authorized committee functions.

What is the budget committee's main function?

The budget committee holds a series of public meetings to review, discuss, make additions or deletions, and approve the budget that the district's budget officer proposes. After finishing its deliberations, the budget committee approves the budget and sends it to the district board of directors for final approval. The budget committee also specifies the maximum tax rate or amount for any fund imposing a property tax levy.

What kinds of questions may the budget committee ask?

Here are some examples: Does this expenditure help achieve district goals? Is this realistic to fund the program? Does this expenditure fit with our policies? Is this revenue estimate reasonable? Past history; other outside forces? Is this likely to change?

May the budget committee meet and discuss the budget before the first meeting for which public notice is published?

No. If the district releases the proposed budget before the first budget committee meeting, that document is for use by individual budget committee members. The committee should not get together in person, by telephone or via e-mail before the first public meeting to discuss or deliberate on the proposed budget. Any deliberation on the proposed budget must take place at a properly advertised public meeting.

What sorts of things may the budget committee discuss before the first meeting for which it issues public notice?

The committee may engage in the following activities before the first public meeting:

- Receive training on the budget committee process, calendar, expectations for committee members, etc.
- Discuss committee members' preferences for ground rules, rules of order, conduct of meetings, method of voting / reaching consensus, etc.
- Receive orientation on the district and its various departments or programs and staffing, and on the activities or services that each provides.
- Receive orientation on the budget document, the fund structure and the types of activities or programs and expenditures made from each fund in the budget.

What topics must the budget committee not discuss before the first meeting?

The budget committee should not discuss any business before the first meeting. Discussing business includes any discussions that might factor into the budget committee's decisions on approving a budget, such as whether to fund specific programs or expenditures and whether to impose any tax levy or the amount of any levy."

What happens at the first budget committee meeting?

The budget committee elects officers, receives the budget message, gives citizens an opportunity to comment on the budget, sets dates for future meetings and adopts rules of order. These rules should establish an operating procedure for the review process. The committee may adopt Robert's Rules of Order or establish its own rules.

What is the budget message?

The budget message explains the budget. It gives the budget committee and the public information that will help them understand the proposed budget. The law says the budget message must contain a brief description of the financial policies reflected in the proposed budget and explain the important features of the budget.

The budget message must also explain significant changes from last year's budget in revenues or appropriations and explain any major changes in financial policies.

Who prepares the budget message? Who reads it?

The budget message is prepared by or under the direction of the superintendent. It must be in writing so it can become part of the budget committee's records. The superintendent delivers the budget message to the committee at its first meeting.

What other information is available to the budget committee?

The budget committee may request and receive from any district officer or employee any information it requires during consideration of the proposed budget. The budget committee may also require staff members to attend budget committee meetings. Such requests by the budget committee should be made through the superintendent.

Who are the budget committee officers?

The law requires only one actual position—the presiding officer. The presiding officer's duties are to chair budget committee meetings. However, the budget committee may elect a vice chair to conduct meetings in the presiding officer's absence.

What happens at subsequent budget meetings?

Generally, the second meeting and other subsequent meetings take place at least one week after the first meeting. This practice allows members to review the proposed budget document. Committee members may arrange with the superintendent or budget officer to visit schools during this week, ask about specific budget items, request more information or indicate areas of interest the committee should discuss at future meetings. In later meetings, the entire budget receives a thorough review, fund-by-fund and section-by-section.

The committee must take steps to keep accurate minutes of each meeting and approve them at the beginning of the next meeting. The minutes are the official record of these meetings. Because state law mandates the budget process, districts need to document that their proceedings comply with the law. The official minutes serve this purpose.

How many meetings must the budget committee hold?

The number of meetings may vary from year to year. Some district budget committees meet only once. In other school districts, budget committees may need to meet several times. Many varying factors influence how often budget committees meet (e.g., the degree of detail in the budget documents, size of the district, number of separate funds, presentation of the budget and the personalities of committee members).

May budget committee members ask questions of the superintendent and budget officer between meetings?

Yes. Saving questions for "off-line" is often helpful and courteous to other budget committee members, especially when the formal meeting agenda is full. Checking with the superintendent or budget officer between meetings lets members explore budget items of interest in greater detail. Such questioning also helps the superintendent or budget officer by indicating specific concerns that may be of interest to the entire budget committee.

May I consult with other budget committee members about details in the budget other than at budget committee meetings?

Members of the budget committee should not gather to discuss details in the budget outside of a budget committee meeting. Such a gathering is contrary to Oregon's Public Meetings Law, which sets the expectation that the public will be informed of the deliberations of governing bodies like the budget committee."

What questions should a budget committee ask about a district's revenue sources?

The following questions about revenue are critical to the committee's deliberations:

- Are expenditure forecasts expected to be within the district's appropriations? Budget law requires districts to stay within their appropriations or transfer appropriations prior to making any "over-expenditure." [ORS 294.463]
- Are we outspending our current year revenue? To establish a stable financial plan, districts should not outspend their revenue. If this becomes necessary, however, expenditures should occur as a planned process that recognizes use of reserves is a one-time source of funding.

Does the budget committee have any other duties?

At the final meeting, the committee approves the budget and establishes the tax levy. Its work is now finished. Frequently, budget committee members offer to help the board and administration in any public meetings or appearances concerning the budget. The administration and the board of directors may also consult the budget committee if financial conditions change.

After the budget committee approves the budget and recommends it to the board of directors, what action does the board take?

The board of directors must publish a financial summary of the budget that the budget committee developed. The board publishes the first notice of the budget hearing with the financial summary. At the public hearing the board hears citizens' input on the budget that the budget committee approved. Following the hearing, and no later than June 30, the board must adopt the final budget, make appropriations, certify the property tax levy rate or amount to the county assessor and categorize the levy.

When do budget committee members get a copy of the budget?

The budget officer distributes copies of the proposed budget at the first budget committee meeting, when the superintendent presents the budget message. Advanced copies of the budget may go to budget committee members by mail or by other methods.

What if the budget committee doesn't agree with the board's changes to the budget?

The board of directors has the right to make changes to the budget that the committee submits. In a one-year budget, however, the amount of the estimated expenditure for each fund may not increase more than 10 percent or $5,000 (whichever is greater), and the total property tax to be levied may not exceed the amount of the rate shown in the budget (as approved by the budget committee and published with the notice of the budget hearing) unless the district republishes a summary of the revised budget and holds another public hearing. In a biennial budget, if the changes increase property taxes by an amount or increase expenditures in any fund by more than 10 percent or $10,000 (whichever is greater), the district must republish the budget document and hold another budget hearing. Budget committee members are free to attend that hearing and voice their opinions of changes made by the board.

What other information is available to the budget committee?

The budget committee may request any information required during consideration of the proposed budget. A majority of the committee must authorize reports that require time or expense to prepare. Individual members do not have authority to ask staff to prepare documents that have not previously been published. The budget committee may also require attendance of staff members at budget committee meetings.

May the budget committee establish or delete educational programs or services?

The budget committee's role is not to establish or eliminate specific educational programs or services directly. State standards and the board of directors' budget parameters give the budget officer and administrative staff general guidelines for budget development. The budget officer then prepares a budget that meets state requirements and the board's parameters. It is this proposed budget that the budget committee considers during the meeting. It is possible that the tax levy rate the budget committee sets increases or decreases the district's resources, which may reduce programs or provide funding for additional programs. Public participation at budget committee meetings may influence decisions in either direction.

Where can I find the law that governs the creation and operation of the budget committees?

The budget committee is a requirement of Oregon's Local Budget Law. This law appears in the Oregon Revised Statutes (ORS), beginning at ORS 294.305 for School Districts; ORS 334.240 for ESDs.

Do budget committee minutes need to be approved?

There is no legal requirement that a budget committee vote to approve its minutes. If you have a policy that discusses how budget committee meeting minutes are approved, it is best practice for the school to follow its adopted policies. OSBA recommends that budget committee meeting minutes be reviewed and approved to ensure the accuracy of the minutes. The meeting minutes are the official record of what occurred at the meeting, so it is very important for a school to maintain accurate meeting minutes. Here are some best practices tips for budget committee meeting minute approval:

The committee meeting minutes should be reviewed by the committee members who attended the meeting. OSBA recommends this to help ensure accuracy of the meeting minutes. If a person who did not attend the meeting reviews the minutes, they will not know whether something is inaccurate in the minutes.

The committee meeting minutes should be finalized, reviewed, and voted on by the committee members as soon as practicable following the meeting so that the meeting is fresh in everyone's minds and there is a better chance that any errors in the meeting minutes will be identified and corrected quickly.

Does there need to be an interview process or not for budget committee vacancies?

This is up to the board. Some boards have an application and an interview or one or the other. It just needs to be consistent. See appendix E for a sample of interview questions.

Are interviews and discussion on whom to appoint typically held in regular open session?

If the board is having the discussion, it needs to be held in public. If the board delegates it to the superintendent to advance candidates and just bring the names to the board for approval, that may be done in private interviews.

APPENDIX B:

GLOSSARY OF TERMS

Adopted budget: The financial plan adopted by the district board of directors. The adopted budget forms a basis for appropriations.

Appropriation: An authorization for spending specific amounts of money for specific purposes during specific periods of time, based on an adopted budget, and presented in a resolution or ordinance adopted by the district board.

Assessed value: The taxable value of real or personal property.

Associated payroll costs: Amounts of money the district pays on behalf of its employees. These amounts are not part of "gross salary," but are in addition to it. While not paid directly to employees, such payments are still part of the cost of salaries and benefits. The following are examples of associated payroll costs:

- Group health or life insurance
- Contributions to Public Employees Retirement System
- Social security (FICA)
- Workers' compensation
- Unemployment insurance

Attorney General's Public Records and Meetings Manual: The manual is organized in two parts: Part I discusses the Public Records Law; Part II discusses the Public Meetings Law. Each part is followed by its own set of appendices, which include answers to commonly asked questions about the law; sample forms; summaries of court decisions, Attorney General opinions and public records orders; and a reprint of the statutes.

The 2019 Public Records and Meetings Manual is available in PDF here: https://www.oregon.gov/oda/programs/NaturalResources/Documents/SWCDSessions/PublicRecordsAndMeetingsManual.pdf

Biennial budget: A budget adopted for a 24-month period beginning July 1 and ending June 30 of the next two succeeding calendar years.

Budget: A written report showing the district's comprehensive financial plan for one fiscal year. Districts have the option of budgeting for a two-year period. These budgets must show actual revenues and expenditures for each of the past two budget periods. They also provide estimates for the current and upcoming budget periods. Budgets must include a balanced statement of actual revenues and expenditures during each of the past two years, estimated revenues and expenditures for the current and upcoming years.

Budget committee: The school district's or ESD's fiscal planning body, consisting of the board of directors and an equal number of qualified voters from the district.

Budget message: The written explanation of the budget and district's financial priorities (usually prepared by the superintendent).

Budget officer: The board's appointee who assembles budget material and prepares the proposed budget.

Capital outlay: Money spent on items that generally have a useful life of one or more years (e.g., machinery, land, furniture, equipment or buildings).

Contingency: Money allocated for use in cases of emergency or to cover unforeseen expenditures. Boards must take action to approve expenditures of these funds in specific budget areas.

Expenditures: Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis.

Fiscal year: The 12-month period that begins on July 1 and ends on the following June 30.

Fund: A division in a budget that segregates independent fiscal and accounting requirements; an entity within a district's financial plan designated to carry on specific activities or to reach certain objectives.

Municipal corporation:

ORS: Oregon Revised Statutes are the codified laws of the State of Oregon enacted by the Legislature and governor or by a vote of the people through the initiative process. ORS is published every two years and is available online at: https://www.oregonlegislature.gov/bills_laws.

Permanent tax rate: A district's property tax rate limit for operating purposes.

Program: A group of related activities that accomplish a major service or function for which the district board is responsible.

Proposed budget: The financial and operating plan prepared by the budget officer and submitted to the public and budget committee for review.

Reserve Fund: A fund established to accumulate money from one fiscal year to the next for a specific purpose.

Resolution: A written motion for enactment by a board or committee, which contains background and the reasons behind the action of the body.

Resources: The estimated fund balances on hand at the beginning of the budget period, plus all anticipated revenues.

Revenues: Monies received or anticipated by a district board from taxes or non-tax sources.

State School Fund: The major appropriation of state funding for public elementary and secondary schools. This fund consists of state money appropriated for distribution to school districts and ESDs according to a formula adopted by the Legislature.

Supplemental budget: A budget the board of directors prepares to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. A supplemental budget cannot be used to increase a tax levy.

Tax levy: The amount of property taxes required to pay general obligation bonded indebtedness or, for certain taxing districts, the amount of a local option tax voters approve for a specific purpose.

Transfers: Amounts distributed from one fund to finance activities in another fund, shown as an expenditure in the originating fund and revenue in the receiving fund.

Unappropriated ending fund balance: Amount set aside in the budget to be used as cash carryover to the next year's budget. This balance provides the local government with needed cash flow until other money is received. This amount cannot be transferred by resolution or used through a supplemental budget during the fiscal year in which it is budgeted.

APPENDIX C:

BUDGET CALENDAR EXAMPLE

	Action	Example Due Date	Complete
1	Appoint budget officer	January 12	
2	Appoint budget committee (BC)	January 26	
3	Prepare proposed budget	February 28	
4	Publish 1st notice of BC meeting	March 8	
5	Publish 2nd notice of BC meeting	March 18	
6	BC meeting & subsequent meetings if needed	March 28	
7	Publish notice of budget hearing	April 17	
8	Hold budget hearing	May 3	
9	Enact Resolutions to adop, etc.	June 3	
10	Submit tax certification documents	By July 15*	
11	Send copy of all budget documents to county clerk	By September 30*	

Image source: Oregon Department of Revenue, "Basic Local Budget Law" (March 6, 2024), https://www.oregon.gov/dor/programs/property/Documents/Basic%20Budget%20Law%202024.pdf

APPENDIX D:

BUDGET COMMITTEE APPLICATION SAMPLE

CANDIDATE INFORMATION

Full Name: _____ Date: _____

Home Address: _____

Email Address: _____

Phone: _____ ☐ Home ☐ Cell

Phone: _____ ☐ Home ☐ Cell

Occupation: _____

DO YOU MEET THE FOLLOWING CRITERIA (Y/N)?

1. Do you live in the district? ☐ Yes ☐ No
2. Are you an officer, agent or employee of the district? ☐ Yes ☐ No
3. Are you a registered voter? ☐ Yes ☐ No

Do you have children and/or grandchildren attending? ☐ Yes ☐ No

Is yes, which school(s)? _____

_____

Have you been on any school committees? ☐ Yes ☐ No

If yes, what committee(s)? _____

_____

Please list any other involvement you have had with the school district:

_____

_____

_____

_____

_____

_____

Other community and business activities:

What qualifications do you have that will help you to be a member of the Budget Committee?

Other community and business activities:

By signing this application form, you certify that all the information supplied is true and to the best of your knowledge, and understand information provided by you may be subject to a public records request.

Candidate's Signature Date

APPENDIX E:

BUDGET COMMITTEE INTERVIEW SAMPLE QUESTIONS

1. Briefly, share a bit about yourself and why you are interested in serving on the budget committee?

2. Please share your experience with public budgets or budgets in general.

3. What do you believe is a strength and an area of growth for the [insert district or ESD name]?

4. The committee generally meets in the evening. Will you be able to accommodate evening meetings in your schedule?

5. Do you have any questions for the board?

ADDITIONAL RESOURCES

Attorney General's Public Records and Meeting Manual:
https://www.doj.state.or.us/wp-content/uploads/2019/07/public_records_and_meetings_manual.pdf

Local Budgeting Manual:
https://www.oregon.gov/DOR/forms/FormsPubs/local-budgeting-manual_504-420.pdf

Oregon Department of Revenue

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CONTACT

OREGON SCHOOL BOARDS ASSOCIATION
1201 Court Street NE, Suite 400 | Salem, OR 97301
503-588-2800 | 1-800-578-OSBA
FAX 503-588-2813
OSBA.ORG

Medford School District 549C

Code: DBEA
Adopted: 4/16/02
Revised/Readopted: 3/11/19; 9/21/23; 10/16/25
Orig. Code(s): DBEA

Budget Committee

By law, the budget committee is charged with making recommendations concerning financial priorities.

The budget committee will have the responsibility for reviewing the financial program of the district, reviewing the proposed district budget as presented by the superintendent and recommending an annual or biennial district budget in keeping with the provisions of applicable state laws.

Educational policy decisions are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the make-up and process of establishing the district's budget committee:

1. The budget committee consists of seven members appointed by the Board plus the elected Board members. To be eligible for appointment, the appointive member must:

   a. Live and be registered to vote in the district;
   b. Not be an officer, agent or employee of the district.

2. At least one member of the budget committee must be a member of the district's educational equity advisory committee;[1]

3. No budget committee member may receive any type of compensation from the district;

4. At its first meeting in October, the Board will identify vacant budget committee positions, which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons during the month of November. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate;

5. At the first regular Board meeting in December, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At the first regular meeting in January, the Board will appoint persons to fill the vacant positions;

[1] The budget committee is not required to include a member of the educational equity advisory committee until a vacancy on the budget committee occurs by a member who is not also a member of the school district board.

6. The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year;

7. If any appointive member is unable to complete the term for which the member was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.

Budget Committee Responsibilities

1. At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee;

2. A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action;

3. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. The meetings of the budget committee are open to the public;

4. The budget committee may request from the superintendent or business manager any information used in the preparation of or for revising the budget document. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee;

5. After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

END OF POLICY

Legal Reference(s):

ORS 174.130
ORS 192.610 - 192.695
ORS 294.305 - 294.565
ORS 328.542
ORS 329.711
ORS 433.835 - 433.875
OAR 581-022-2307

Cross Reference(s):

DBG - Budget Hearing

Medford SCHOOL DISTRICT

Approved 3.19.26

FY26-27 Budget Calendar Location: Oakdale Middle School @ 6:00 PM	
Date	**Description**
April 9, 2026 Thursday	**Budget Committee Orientation** during the Board Work Session.
April 30, 2026 Thursday	**1st Budget Committee Meeting** – Committee elects officers, Superintendent delivers budget message and committee receives budget document.
May 14, 2026 Thursday	**2nd Budget Committee Meeting** – Public comment, committee discusses and approves Proposed Budget. The budget chair signs resolutions.
June 4, 2026 Thursday	**3rd Budget Committee Meeting** – If needed.
June 11, 2026 Thursday	**Board Work Session** – Public Budget Hearing on FY26-27 Budget* - Deliberate on budget approved by budget committee and considers additional public comment.
June 25, 2026 Thursday	**Board Meeting** – FY26-27 Budget Adoption* – The Board enacts resolutions adopting the budget, makes appropriations, imposes and categorizes tax levy.
June 30, 2026	The district must submit a balanced budget by this date.
July 30, 2026	The district submits required budget documents to the County Assessor, Department of Education, and Southern Oregon Education Service District by July 15, 2026.

*Budget Committee members are invited but not required to attend.

Publishing must be done either twice in the newspaper, 5-30 days before meeting, OR **on website at least 10 days before the meeting AND printing once in the newspaper 5-30 days before the meeting.**

EXECUTIVE SUMMARY

Meeting Date:	April 9, 2026
Agenda Item:	Proposed Special Board Meeting - Discussion
Item Type:	Discussion
Administrator:	Jeanne Grazioli
Objective:	Discuss Board member availability to meet on June 18 for a Special Board meeting and purpose of the meeting

Background:
Last year, due to the onboarding of newly elected Board Members, the Board did not meet until later in the summer to discuss priorities for the 2025–26 school year. The purpose of this proposed special meeting is to review the results of the strategic planning process (to be completed in late spring) in order to inform and shape goals and priorities for the 2026–27 school year and beyond.

Additional Materials None

Recommendation: Discuss the purpose of a proposed special meeting for June 18 and determine if Board Members are available to meet on that date.

Suggested Motion: N/A

EXECUTIVE SUMMARY

Meeting Date:	April 9, 2026
Agenda Item:	Elementary Science Instructional Materials Overview
Item Type:	Information
Administrator:	Megan Young
Objective:	To provide an overview of Science Instructional Resources considered for approval of adoption at the April 23 Board meeting

Background: In accordance with Oregon Administrative Rules and School Board Policy IIA, we are recommending adopting the following instructional resources for Science, K-5: *STEMscopes* by *Accelerate Learning, Inc.*

This proposed Instructional Resources provide access to online materials as well.

The District Instructional Materials Adoption Team was composed of Science Teachers from elementary schools and administrators of the curriculum department. Over the course of the 2025-2026 school year, the team explored the varied materials that are available. In order to meet the current Oregon content standards, the team has reviewed and considered all publishers. In a cost saving effort, the team recommends renewing our current materials.

The materials are available for public review and feedback through April 22. After considering all input, the team is expected to recommend adoption of the following materials for Board approval at the April 23 Board meeting.

Core Class	Instructional Resource	Estimated Costs
Science Grades K-5	*STEMscopes* *Publisher: Accelerate Learning, Inc.*	$ 264,255.25

Additional Materials: Elementary Science Preview Flier

Recommendation: Staff will be recommending the adoption of the science instructional resources at the April 23 Board meeting.

Suggested Motion: Action is not required at this time.

Medford SCHOOL DISTRICT

Instructional Materials Review for Elementary Science Adoption

Please review our proposed instructional materials for Elementary Science:

STEMscopes Overview Video

STEMscopes
User ID: demo
Password: student

Instructional materials recommendations will be open for public review through April 22nd.

The approved materials will be implemented in the 2026-2027 school year.

Megan Young
Director of Literacy, Curriculum and Assessment
megan.young@medford.k12.or.us

Revisión de Materiales Didácticos para la Adopción de Ciencias en Primaria

Por favor, revise nuestros materiales didácticos propuestos para Ciencias en Primaria:

Video de Descripción General de STEMscopes

STEMscopes
ID de Usuario: demo
Contraseña: student

Las recomendaciones sobre materiales didácticos estarán abiertas a la revisión pública hasta el 22 de abril.

Los materiales aprobados se implementarán en el año escolar 2026-2027

Megan Young
Directora de Alfabetización, Currículo y Evaluación
megan.young@medford.k12.or.us

EXECUTIVE SUMMARY

Meeting Date:	April 9, 2026
Agenda Item:	Social Science Instructional Materials Overview
Item Type:	Information
Administrator:	Jennifer Mason and Megan Young
Objective:	To Provide an Overview of Social Science Instructional Resources considered for approval of adoption at the April 23 Board meeting

Background:
In accordance with Oregon Administrative Rules and School Board Policy IIA, we are recommending adopting the following instructional resources for Social Science, K-12:

- K-8: *Social Studies Alive!*, Teachers' Curriculum Institute (TCI)
- World Studies: *Explore HS World History Survey,* Cengage; *Mini-DBQs*, DBQProject
- American Studies: *Explore US HIST HS America Through the Lens 1877-Present*, Cengage
- Economics: *Econ Alive! The Power to Choose*, Teachers' Curriculum Institute (TCI)
- Civics: *Government Alive! Power, Politics and You*, Teachers' Curriculum Institute (TCI)
- AP World History: *Ways of the World, 5th ed*, Bedford, Freeman & Worth
- AP Human Geography: *The Cultural Landscape: An Intro to Human Geography, AP, 17th ed*, Pearson
- AP U.S. History: *The American Pageant, AP 18th ed*., Cengage
- AP Government: *Government in America: People, Politics, and Policy, 19th ed*, Pearson
- AP Economics: *Krugman's Economics for the AP Course, 4th ed*, Bedford, Freeman & Worth
- AP Psychology: *Psychology*, 4th ed., Bedford, Freeman & Worth

Each of these proposed Instructional Resources provide access to online materials as well.

The District Instructional Materials Adoption Team was composed of Social Science Teachers from elementary, middle and high schools and administrators of the curriculum department. Over the course of the 2025-2026 school year, the team explored the varied materials that are available. In order to meet the current Oregon content standards, the team has reviewed and considered all publishers.

The materials are available for public review and input through April 22. Once we take all feedback into consideration, the team will likely recommend to adopt the following materials for Board approval at the April 23 Board meeting:

Core Class	**Instructional Resource**	**Estimated Costs**
Social Science Grades K-5	*Social Studies Alive* Publisher: TCi	$711,247
Social Science Grades 6-8	Gr 6: *Ha! Ancient World* Gr. 7: *Ha! The World through 1750* Gr 8: *Ha!US Through Industrialism* Publisher: TCi	$508,466
Social Science Grades 9: World Studies	*Mini-DBQs Volume 2-4* Publisher: DBQProject *Explore HS World History Survey* Publisher: Cengage	$2,703 $113,177
Social Science Grades 11: American Studies	*Explore US HIST HS America Through the Lens 1877-Present* Publisher: Cengage	$115,000
Social Science Grades 12: Economics	*Econ Alive! The Power to Choose* Publisher: TCi	$120,336
Social Science Grades 12: Civics	*Government Alive! Power, Politics and You* Publisher: TCi	
Social Science Grades 9: AP Human Geography	*The Cultural Landscape: An Intro to Human Geography, AP, 17th ed* Publisher: Pearson	$21,440

Social Science Grades 10: AP World Studies	*Ways of the World, 5th ed* Publisher: Bedford, Freeman & Worth	$16,555
Social Science Grades 11/12: AP US History	*The American Pageant, AP 18th ed* Publisher: Cengage	$55,403
Social Science Grades 11/12: AP Government	*Government in America: People, Politics, and Policy, 19th ed* Publisher: Pearson	$29,618
Social Science Grades 11/12: AP Economics	*Krugman's Economics for the AP Course, 4th ed* Publisher: Bedford, Freeman & Worth	$7,890
Social Science Grades 11/12: AP Psychology	*Psychology*, *4th ed.* Publisher: Bedford, Freeman & Worth	$28,082

Additional Materials:
Access to digital materials: Social Science Preview Flier

Recommendation: Staff will be recommending the adoption of the Social Science instructional resources at the April 23 Board meeting.

Suggested Motion: Action is not required at this time.

Medford SCHOOL DISTRICT

Instructional Materials Review for Social Science Adoption

Please review our proposed instructional materials for Social Science:

Elementary School (K-5): *Social Studies Alive!* TCi

Middle School (6-8): *Social Studies Alive!* TCi

High School (9-12):

American & World Studies: *National Geographic/Cengage Learning*
Password: northwest

Civics: *Gov Alive! Power, Politics and You,* TCi

Economics: *Econ Alive! The Power to Choose,* TCi

AP Government: *Government in America: People, Politics and Policy,* Pearson
Username: MedfordPublicPreview
Password: Welcome1

AP US History: *American Pageant, AP Edition,* Cengage
Password: northwest

AP Psychology: *Myer's Psychology for the AP Course, 3rd ed.,* BFW

AP Economics: *Krugman's Economics for the AP Course, 4th ed.*, BFW

AP World History: *Ways of the World: World History Modern Course Since 1200 C.E., 5th ed.*, BFW

AP Psychology, AP Economics & AP World History Username: medfordpublic@bfwpub.com
Password: Review2026!

Instructional materials recommendations will be open for public review through April 22nd. The approved materials will be implemented in the 2026-2027 school year.

Megan Young
Director of Literacy, Curriculum and Assessment
megan.young@medford.k12.or.us

Medford SCHOOL DISTRICT

Revisión de Materiales Didácticos para la Adopción en Ciencias Sociales

Por favor, revise nuestros materiales didácticos propuestos para Ciencias Sociales:

Escuela Primaria (K-5): *Social Studies Alive!* TCi

Escuela Secundaria (6-8): *Social Studies Alive!* TCi

Escuela Preparatoria (9-12):

Estudios Americanos y Mundiales: National Geographic/Cengage Learning
Contraseña: northwest

Educación Cívica: *Gov Alive! Power, Politics and You,* TCi

Economía: *Econ Alive! The Power to Choose,* TCi

Gobierno AP: *Government in America: People, Politics and Policy,* Pearson
Nombre de Usuario: MedfordPublicPreview
Contraseña: Welcome1

Historia de los Estados Unidos AP: *American Pageant, AP Edition,* Cengage
Contraseña: northwest

Historia Mundial AP: *Ways of the World: World History Modern Course Since 1200 C.E., 5th ed.*, BFW

Economía AP: *Krugman's Economics for the AP Course, 4th ed.*, BFW

Psycología AP: *Myer's Psychology for the AP Course, 3rd ed.*, BFW
Nombre de Usuario: medfordpublic@bfwpub.com
Contraseña: Review2026!

Las recomendacinoes de materiales didácticos estarán disponibles para revisión pública hasta el 22 de abril. Los materiales aprobados se implementarán en el año escolar 2026-2027.

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EXECUTIVE SUMMARY

Meeting Date:	April 9, 2026
Agenda Item:	Board Operating Agreement - Proposed Revision
Item Type:	Discussion
Administrator:	Board Chair Kendell Ferguson
Objective:	Review and discuss the proposed revisions to the Board Operating Agreement

Background: At the Board meeting on September 18, 2025, the Board Operating Agreement (BOA) was revised. During the discussion, it was proposed that Board members revisit the agreement after a six-month trial period for the time limit specified in the school visit section. In this meeting, the Board will review the proposed revisions to the BOA.

Additional Materials: Board Operating Agreement Proposed Revisions

Recommendation: Review and discuss the proposed revisions to the BOA.

Suggested Motion: No action will be taken at this meeting.

How we work together

No surprises: We agree to ask the Board Chair or the Superintendent to place an item on an upcoming agenda to allow board members and staff to engage with the topic. The Board commits to only amending a meeting agenda, during a meeting, to add items where district operations necessitate a board decision.

Follow the chain of command: When a member receives an informal complaint, direct the person to solve the problem at the lowest level, which for policy issues is the Board. While members support constituents in the complaint process, they will be mindful to avoid hearing the substance of the issue and will refer complainants to district Policy KL when appropriate. Members will keep the Superintendent informed of potential formal complaints.

Own the collective decision-making process: The Board is committed to hearing all points of view, but once the Board makes a majority decision, all members should respect the decision.

Exemplify the governance role: The Board governs through regularly reviewed policies prioritizing student needs, complying with the law, and involving the affected parties in development and revisions. We will consistently maintain and apply District policies while being aware of and recognizing any situation's potential uniqueness.

Vision Directed Leadership: The Board will set clear goals for themselves and the Superintendent. The Board and Superintendent will set clear goals for the District.

Assessment and Evaluation: Objectively evaluate the Superintendent's performance and provide constructive feedback. Regularly conduct a board self-assessment/evaluation of the Board's performance. Annually establish professional development goals for the Board. Commit to participate in Board professional development.

How we meet

Utilize input: The Superintendent should make recommendations, proposals, or suggestions on matters before the Board.

The Board acts only as a body: Individual Board members do not have authority. Only the Board as a whole has authority.

Respectful meetings: We agree to avoid words and actions that negatively impact an individual, the Board, or the District. We agree that we can disagree and will do so using common courtesy and respect for others. The Board will not react to impromptu complaints on the spot but will assure any individual(s) that the School District will follow up appropriately.

Be prepared: We agree to read all materials and seek clarification and information as needed before the Board meeting. Members will voice significant concerns about a proposal to the Superintendent or Board Chair in advance when possible.

Avoid marathon Board meetings: Members will make points as concisely as possible; speeches at Board meetings will be minimal. If a Board member does not have enough information to decide based on the information provided in the meeting agenda and attachments, the member should notify the Superintendent or Board Chair before the meeting. We agree to move to the question when the discussion is repetitive.

Executive/closed sessions: These will be held only for legally appropriate subjects. Board members will uphold confidentiality on all matters arising from the Board meeting in executive session.

Agenda Development: The Board Chair, Vice Chair, and one rotating member will meet at least one week before the Board meeting to prepare the agenda for the next meeting, work session, and executive session if applicable. The Board Secretary will email the draft agenda to the Board members following the agenda planning meeting. If the agenda is changed following the email, the Superintendent will communicate the change(s) via a follow-up email. Board members should contact the Chair to place an item on the agenda. Meeting materials will be available (email, hard copy, etc.) to the members approximately a week prior to the Board meeting. The consent agenda will include routine items all members agree to approve, such as personnel actions and annual appointments.

Work Study Session Topics: Work study sessions are intended to present background or in-depth information. The Board will meet annually to determine topics of interest aligned to District priorities. Additional required district reporting may also take place during work study sessions. The Board secretary will prepare and maintain the Board Presentations Calendar, which is updated monthly and emailed to members.

How we communicate

Board-Superintendent Communication: The Superintendent will proactively inform the Board of important district activities and emergent issues. Routine matters will be communicated via email, while urgent or crises will use text messaging. Board members should avoid "reply all" and respect the chain of command by directing inquiries and concerns to the Superintendent. The Superintendent will take direction from the Board, not individual members.

Communication between Board and District patrons: To ensure that Board conversations and deliberations do not occur by email, the Board Chair should respond on behalf of the whole Board, with all Board members included in responses. The Board Chair may consult with the Superintendent and Vice Chair before responding. Responding to individual emails without copying the full Board is acceptable as

long as the Board member clarifies the opinions are their own.

In certain situations, and after consultation with the Superintendent, the Chair may prefer to delegate the response to the Communications Director or the District's attorney. Responses to community communications should occur within 72 hours of receipt. The chair will delegate if they are unable to meet this deadline. Use good judgment when replying to individual emails; confer with the Board Chair when in doubt.

Communication between Board and legal counsel: Legal counsel is responsible to the whole Board. The Board Chair or Superintendent will refer questions to legal counsel as necessary. Any legal opinion sought involving the Superintendent's employment or performance must be made to the Board Chair, with notice provided to other members. A Board member may request a legal opinion on different matters after consultation with the Board Chair.

Communication between Board and the media: While all members of the Board have the right to speak with the media, members must speak with a unified voice and after consultation with the Board Chair or Superintendent. When discussing Board decisions, policies, or individual views, Board members may speak in their individual capacity, provided they make it clear they are not speaking on behalf of the entire Board. Issues of a controversial nature should be referred to the Superintendent and the District Communications Director. In problems involving personnel matters, appeals, or other issues involving legal counsel,members **will** refer the media directly to the Superintendent, who may then consult with the District counsel.

School visits: 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 1/2 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 no other Board members are able to attend, then the Board secretary, superintendent, and/or school principal shall arrange for a second person of their choosing to attend the visit. This does not include officially scheduled Board events organized by the superintendent.~~

In order to maintain a safe and secure environment conducive to learning and conducting business, we agree to prohibit the possession, use, display or distribution of weapons or any item that could be construed as a weapon on school property, in school vehicles, or at any school-sponsored activity.

Adopted: September 19, 2024
Revised: September 18, 2025