



# Central School District 13J

## Regular Board Meeting

Published on June 27, 2025 at 1:14 PM PDT

Amended on July 10, 2025 at 1:39 PM PDT

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### Date and Time

Monday July 14, 2025 at 5:45 PM PDT

### Location

Henry Hill Educational Support Center  
750 S. Fifth St., Independence, OR 97361  
Hawk Hall

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### Agenda

Presenter

Time

#### I. Executive Session -Closed to the Public - 5:45 PM

5:45 PM

- A. The Board will meet in Executive Session to conduct deliberations to negotiate real property transactions. (ORS 192.660(2)(e)) - Closed to the public

Under the provisions of ORS 192.660, Open Meeting Law, the Board of Directors will enter executive session for the following purpose:

To conduct deliberations to negotiate real property transactions. (ORS 192.660(2)(e))

Specific information discussed in executive session shall not be made public and shall remain undisclosed.

<b>II.</b>	<b>Opening Items</b>	<b>5:45 PM</b>
<b>A.</b>	Record Attendance	1 m
<b>B.</b>	Call the Meeting to Order	
<b>C.</b>	Flag Salute	
<b>D.</b>	Adoption of the Agenda	
<b>III.</b>	<b>Oath of Office</b>	<b>5:46 PM</b>
<b>A.</b>	New and re-elected board members Oath of Office	
<b>IV.</b>	<b>Elect board officers</b>	<b>5:46 PM</b>
<b>A.</b>	Elect Board Chair and Vice Chair	5 m
<b>V.</b>	<b>Communication from the Floor</b>	
	<p>The Board of Directors welcomes public input. If you would like to address the board, please follow these steps: Please sign up for public comment by using this <a href="#">Google Form</a>. You may also fill out a form before the meeting in person. Speaker's comments are limited to three minutes. The board welcomes additional information in writing at <a href="mailto:info@central.k12.or.us">info@central.k12.or.us</a>. If you are in need of a translator, please email <a href="mailto:info@central.k12.or.us">info@central.k12.or.us</a>. Oregon law prohibits the board from discussing specific employees or their job performance. For more information and guidance about addressing the Board of Directors, please see Board Policy BDDH. Subtitles for those who are hard of hearing or who speak a language other than English are available on the YouTube site.</p>	
<b>VI.</b>	<b>Standing Reports</b>	
<b>A.</b>	2024-25 Performance Metrics Report	
	<p>Regular Attendance; Discipline; Reading and Math Growth (Universal Screener); 9th Grade On-Track</p>	
<b>VII.</b>	<b>Superintendent's Report</b>	<b>5:51 PM</b>

**A. Policy Update - 1st Reading**

5 m

JEBA Early Entrance is attached for first reading. The suggestions and feedback from the community and staff have been considered in revising and updating this policy. The board may adopt the policy on first reading, or hold a second reading in August for adoption.

**B. Personal Electronic Device Policy Overview**

5 m

**VIII. Board Report**

The next board meeting is scheduled for August 4, pending the adoption of the board calendar.

**IX. Consent Agenda****6:01 PM****A. Approval of Minutes**

5 m

**B. Personnel Recommendations**

5 m

**X. Business Agenda****6:11 PM****A. 2025-26 Board Calendar**

The Board Calendar lists the planned meetings for the 2025-26 school year. These dates are subject to change.

Please note that a board meeting has been added to June 8, 2026, with June 1, 2026 being reserved for a third budget meeting, as requested by the board.

SUGGESTED MOTION: I move to approve the 2025-26 Board Calendar.

**B. Professional Services Representatives**

5 m

Each year the Board must select professional services representatives including auditors, insurance carriers and broker(s), and attorneys. Below is the list of 2025-2026 providers. This list is unchanged since last fiscal year.

AUDITOR – Unchanged: Pauly, Rogers and Co., PC

INSURANCE CARRIER, PROPERTY & CASUALTY – Unchanged: PACE (Property & Casualty in Education) Trust

INSURANCE CARRIER, WORKERS' COMPENSATION & LIABILITY – Unchanged: SAIF (State Accident Insurance Fund) Corporation

INSURANCE BROKER – Unchanged: WHA (Wilson Heirgood Associates) Insurance

ATTORNEY, GENERAL COUNSEL TO THE DISTRICT – Changed: Justin Thorp, of Sherman Sherman Johnnie and Hoyt, LLP

ATTORNEYS, LABOR RELATIONS and SPECIAL EDUCATION – Unchanged: the attorneys of Hungerford Law Firm

SUGGESTED ACTION: Select the providers as per the attached resolution

SUGGESTED MOTION: I move to adopt the Operating Resolution Selecting Auditors, Insurance Carriers, Insurance Broker, and Attorneys, as presented.

**C. Appointing Legally Elected and Qualified Officers as Authorized Signatories**

5 m

Each year the Board must appoint persons in certain positions authorized to obligate district resources by signing contractual agreements. These include the Board Chair and Vice Chair, as well as certain authorized administrative directors. Below is the list of 2025-26 authorized persons.

WHEREAS, \_\_\_\_\_ is the legally elected and qualified Chair of the Board of Directors of Central School District 13J, Polk County, Oregon, and,

WHEREAS, \_\_\_\_\_ is the legally elected and qualified Vice Chair to serve in the event of the absence or inability to serve of the Chair, and,

WHEREAS, JENNIFER KUBISTA is the legally designated, qualified

Superintendent/Clerk of Central School District 13J, Polk County, Oregon, and

WHEREAS, JULIA HEILMAN is the legally designated, qualified Executive Director of Teaching and Learning of Central School District 13J, Polk County, Oregon and,

WHEREAS, CECELIA KOONTZ is the legally designated, qualified Director of

Finance and Operations of Central School District 13J, Polk County, Oregon, and

WHEREAS, JASON CLARK is the legally designated, qualified Director of Planning and Project Management of Central School District I 3J, Polk County, Oregon, and

WHEREAS, BRIAN FLANNERY is the legally designated, qualified Executive Director of Human Resources of Central School District I 3J, Polk County, Oregon, and

SUGGESTED ACTION: Appoint the authorized signatories as per the attached resolution.

SUGGESTED MOTION: I move to adopt the Operating Resolution Authorizing Positions as presented.

**D. Designation of Financial Institutions**

5 m

Annually, the Board must designate financial institutions that are used as depositories and/or debt servicing trustees for District funds. Public funds may be deposited in any FDIC- or NCUA-insured financial institution with a head office or branch in Oregon. If funds exceed insurance limits (currently \$250,000) depositories must also be listed in good standing on the Oregon State Treasury's List of Qualified Depositories.

Attached is the list of financial institutions, the list of funds and purpose of funds at each institution. These institutions meet these requirements.

No changes from 2024-25

Umpqua Bank – Independence Branch

Independence Elementary School Student Activity Account

Talmadge Middle School Student Activity Account

District's Accounts Payable Expenditures Account

District's Payroll Tax Account

U.S. National Bank – Monmouth Branch

Central High School Student Activity Account

Ash Creek Elementary Student Activity Account

Monmouth Elementary Student Activity Account

District's Employee Payroll Account

State Local Government Investment Pool

State monies deposited for transfer to operations accounts as needed

US Bank Corporate Trust N.A.

General Obligation Bond debt service accounts

ComputerShare

PERS Bond debt service accounts

Bank of New York Mellon

General Obligation Bond debt service accounts

**SUGGESTED ACTION:** Approve the resolution designating Central School District 13J financial institutions as presented.

**SUGGESTED MOTION:** I move to approve the resolution designating Central School District 13J financial institutions as presented.

**E. Fidelity Insurance Coverage -- Annual Review**

5 m

Our property, casualty and liability insurance is provided by PACE (Property and Casualty for Education) – an insurance pool that covers all but a handful of K-12 districts in the state.

A government crime policy typically provides several different types of crime coverage, such as employee dishonesty coverage; forgery or alteration coverage; computer fraud coverage; funds transfer fraud coverage; ransom, or extortion coverage; money and securities coverage; and money orders and counterfeit money coverage.

The Crime Policy that PACE offers is designed to meet the fiduciary requirements for public officials. The District's current policy has a \$500,000 limit at a premium of \$4,018 which includes the following:

- Employee Theft
- Forgery and Alteration
- Inside the premises – theft of money and securities
- Inside the premises – Robbery or Safe burglary of other property
- Outside the premises
- Computer Fraud
- Funds Transfer Fraud
- Impersonation Fraud sublimit \$250,000.00 (\$25,000 deductible)
- Money Orders and Counterfeit Money

Typically, our insurance broker sees districts with crime limits at 10% of the funds and, in this case, \$1,000,000 would meet that baseline.

- The District has the option to increase coverage at an additional premium.  
Below are estimates for increasing the limit:
- \$500,000 with \$5,000 deductible (current coverage): current premium \$4,018
- \$750,000 with the same current deductible of \$5,000: roughly \$5,323.50
- \$1,000,000 with required deductible of \$10,000: roughly \$6,489.00

**ACTION NEEDED:** Consider the cost/benefit of purchasing additional Crime insurance and advise staff.

- **OPTIONAL MOTIONS:**  
I move that the District maintain the current Crime Policy that meets fiduciary requirements for public officials at the level of \$500,000 of coverage.

Presenter

Time

- I move that the District increase Crime Policy coverage to (\$750,000 or \$1,000,000)

**XI. Closing Items**

**6:31 PM**

- A.** Board Comments 5 m
- B.** Items for action at future meetings 5 m
- C.** Adjourn Meeting

The board will recess out of executive session and adjourn the meeting.