



# 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))

Presenter

Time

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	
	Regular Attendance; Discipline; Reading and Math Growth (Universal Screener); 9th Grade On-Track	
<b>VII.</b>	<b>Superintendent's Report</b>	<b>5:51 PM</b>

Presenter

Time

**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

	Presenter	Time
	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.	

	Presenter	Time
<b>D. Designation of Financial Institutions</b>		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.

	Presenter	Time
<b>E.</b>	<b>Fidelity Insurance Coverage -- Annual Review</b>	<b>5 m</b>

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.

# Coversheet

## New and re-elected board members Oath of Office

<b>Section:</b>	III. Oath of Office
<b>Item:</b>	A. New and re-elected board members Oath of Office
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Oath of Office A. Van Heeswyk.pdf Oath of Office I. Oliveros-Vega.pdf Oath of Office B. Shinkle.pdf



# CENTRAL SCHOOL DISTRICT 13J

## BOARD OF DIRECTORS

### Oath of Office

**This written oath is being administered in compliance with ORS 332.005(3).**

I, ANDREA VAN HEESWYK, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE  
CONSTITUTION OF THE UNITED STATES, AND THE CONSTITUTION AND LAWS OF THE  
STATE OF OREGON, AND THAT I WILL WELL AND TRUTHFULLY PERFORM THE DUTIES OF  
BOARD MEMBER OF CENTRAL SCHOOL DISTRICT 13J TO THE BEST OF MY ABILITIES, SO  
HELP ME GOD.

Sworn and executed this 14TH day of July, 2025.

\_\_\_\_\_  
Signature of Incoming Board Member

Elected ( ☒ ) Appointed ( ☐ )

To Serve in Zone 6,  
To Commence July 14, 2025, until June 30, 2029

Witnessed:

\_\_\_\_\_  
Superintendent Jennifer Kubista

# CENTRAL SCHOOL DISTRICT 13J

## BOARD OF DIRECTORS

### Oath of Office

**This written oath is being administered in compliance with ORS 332.005(3).**

I, IRENE OLIVEROS-VEGA, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE  
CONSTITUTION OF THE UNITED STATES, AND THE CONSTITUTION AND LAWS OF THE  
STATE OF OREGON, AND THAT I WILL WELL AND TRUTHFULLY PERFORM THE DUTIES OF  
BOARD MEMBER OF CENTRAL SCHOOL DISTRICT 13J TO THE BEST OF MY ABILITIES, SO  
HELP ME GOD.

Sworn and executed this 14TH day of July, 2025.

\_\_\_\_\_  
Signature of Incoming Board Member

Elected ( ☒ ) Appointed ( ☐ )

To Serve in Zone 2,  
To Commence July 14, 2025 until June 30, 2029

Witnessed:

\_\_\_\_\_  
Superintendent Jennifer Kubista

# CENTRAL SCHOOL DISTRICT 13J

## BOARD OF DIRECTORS

### Oath of Office

**This written oath is being administered in compliance with ORS 332.005(3).**

I, BYRON SHINKLE, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND THE CONSTITUTION AND LAWS OF THE STATE OF OREGON, AND THAT I WILL WELL AND TRUTHFULLY PERFORM THE DUTIES OF BOARD MEMBER OF CENTRAL SCHOOL DISTRICT 13J TO THE BEST OF MY ABILITIES, SO HELP ME GOD.

Sworn and executed this 14TH day of July, 2025.

\_\_\_\_\_  
Signature of Incoming Board Member

Elected ( X ) Appointed ( )

To Serve in Zone 4,  
To Commence July 14, 2025 until June 30, 2029

Witnessed:

\_\_\_\_\_  
Superintendent Jennifer Kubista

# Coversheet

## 2024-25 Performance Metrics Report

<b>Section:</b>	VI. Standing Reports
<b>Item:</b>	A. 2024-25 Performance Metrics Report
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	July2025_PerformanceMetrics.pdf

# CSD13J

CSD13J Board Meeting July 2024



# **July 14 2025**

# **School Board Meeting**

# **Long-Term Performance**

# **Metrics Report**



# CSD13J Strategic Plan Scorecard

HOW WE MEASURE	GOAL	VISION	Student Growth and Achievement	Family Involvement	Community Partnership	Staff Leadership and Continuous Improvement
			Every Student is engaged, supported, challenged, and prepared as a whole child with the skills and character to achieve and be successful in school, career, college, and community.	Central School District 13J fosters a relationship where every family is actively involved in their child's education, and feels welcome, supported, safe, and valued.	Partners engage in collaboration with Central School District 13J to cultivate student success for a safe, healthy, prosperous, and inclusive community.	Staff engage in student-centered decision making, problem solving, professional development, focused on continuous improvement and growth, where shared purpose, teamwork, respect, and trust drive decisions.
			Attendance 9th grade on track Math and EL growth and achievement Discipline Participation in activities, honors, CTE English language growth Graduation	Increase volunteers Culture and Climate Surveys Attendance 9th grade on track Discipline Participation in activities, honors, CTE	Increase volunteers Youth surveys Participation in activities, honors, CTE Culture and Climate Surveys Contracts with partners Acceptance/Industry Certification	Culture and Climate Surveys 9th grade on track Math and EL growth and achievement Discipline Participation in activities, honors, CTE Graduation Youth surveys Professional development opportunities
			Student feedback Student attendance Common assessments Behavioral incidents English Language Development Student counseling Credit recovery	Family feedback - chats and surveys Community feedback Communication with families Volunteer participation Parent-Teacher Organizations	Partnerships - corporate/nonprofit/government Community-wide surveys	Provide professional development opportunities Staff surveys Staff chats/feedback Meet and confer Data teams

# Data Overview - 2024-25 SY

- ▶ Regular Attendance
- ▶ Discipline (Suspensions & Expulsions)
- ▶ K-8 Spring Universal Screener (reading & math)
- ▶ 9th grade on-track - Spring Semester



# Attendance 2024-25 SY Data

# Background Information

**Regular Attender:** A term for students who have been present more than 90% of the days for which they were enrolled.

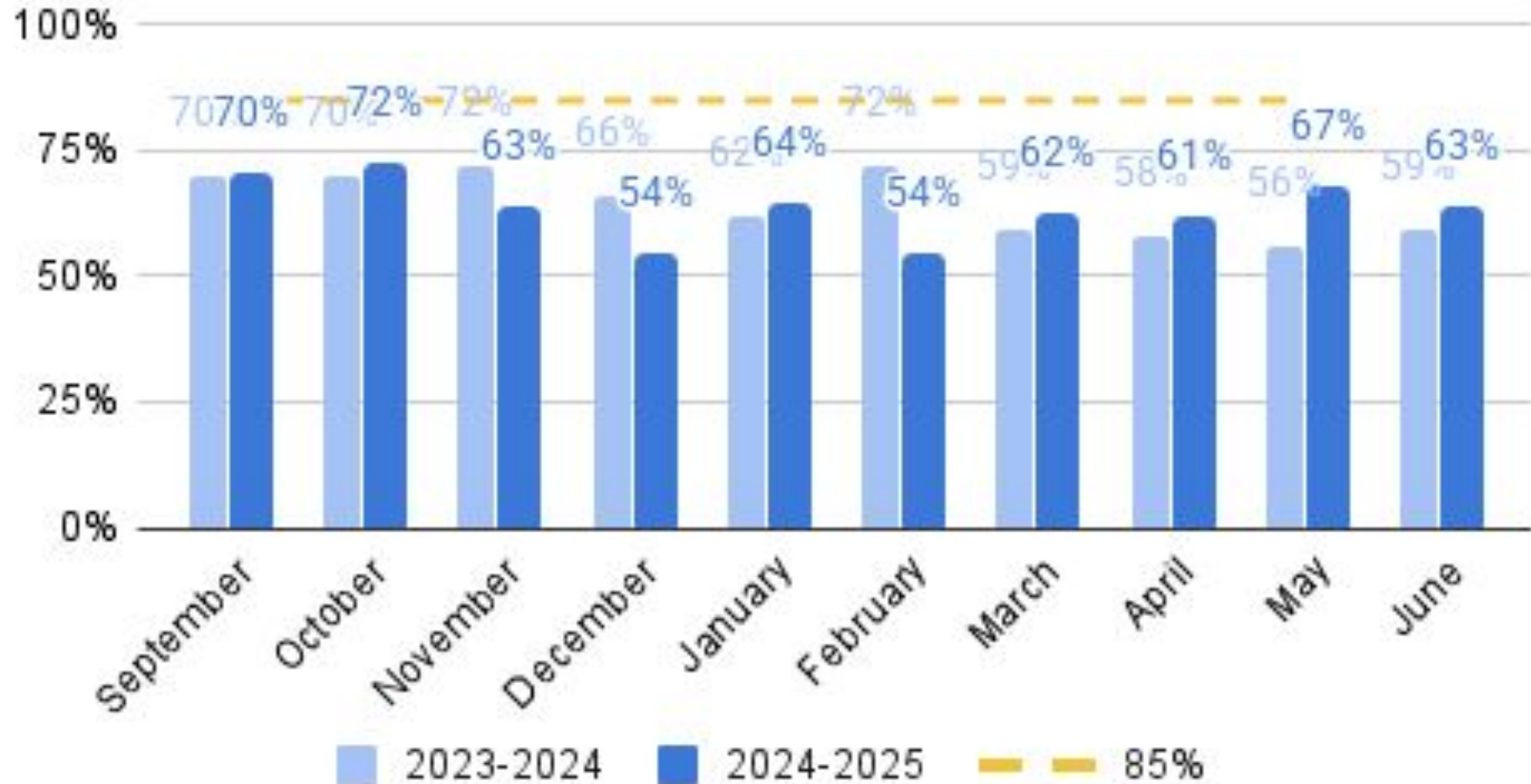
# District Performance Goal

## Performance goals:

- ▶ We will increase student regular attenders to 85 percent or more for all students, K-12, by 2025.
- ▶ Focal Group: Students Experiencing Disabilities will attend school regularly 80 percent or more of the time.
- ▶ Focal Group: Students Economically disadvantaged will attend school regularly 80 percent or more of the time.

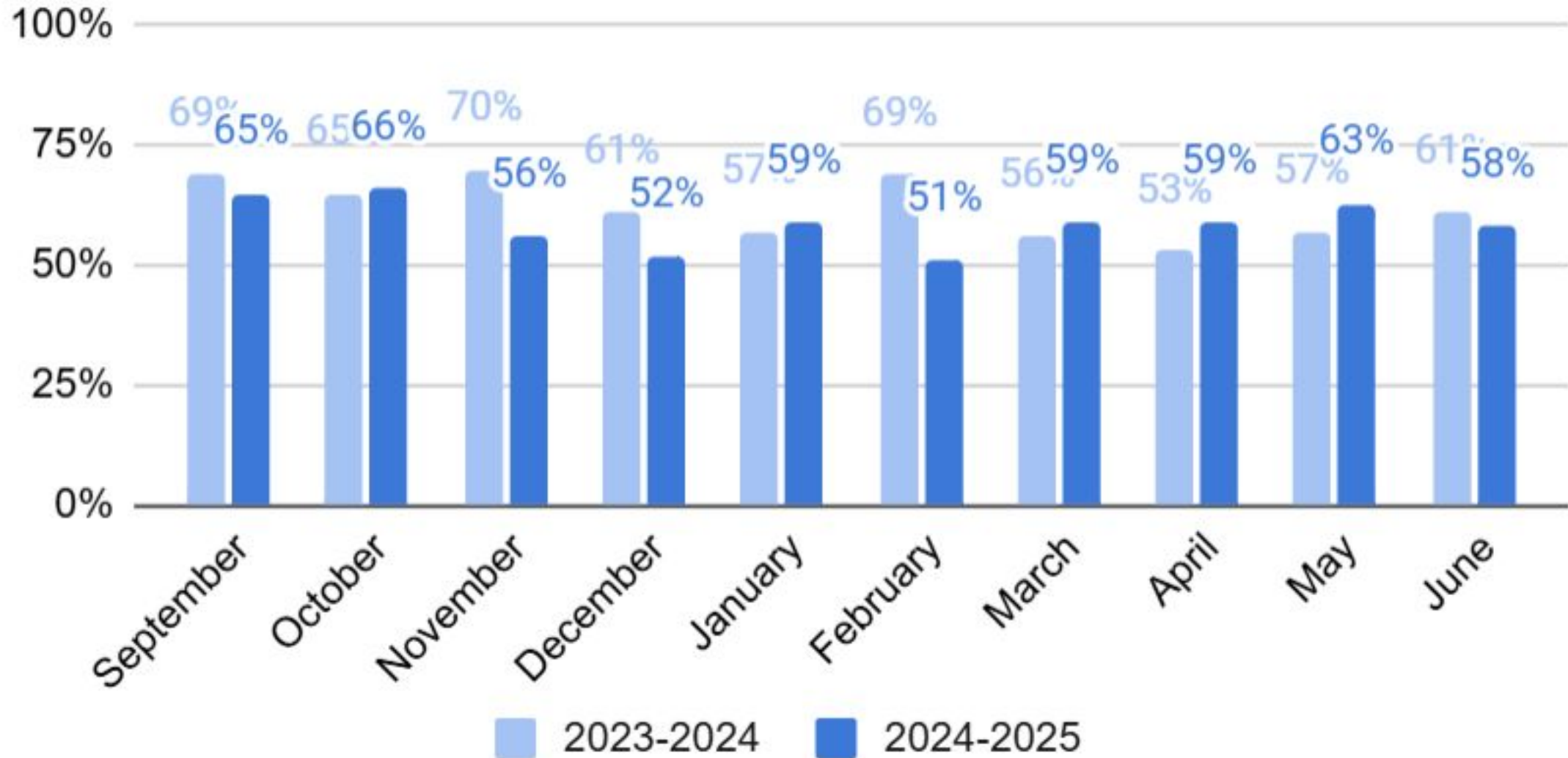


# Total District 23-24 and 24-25 Compared to 2025

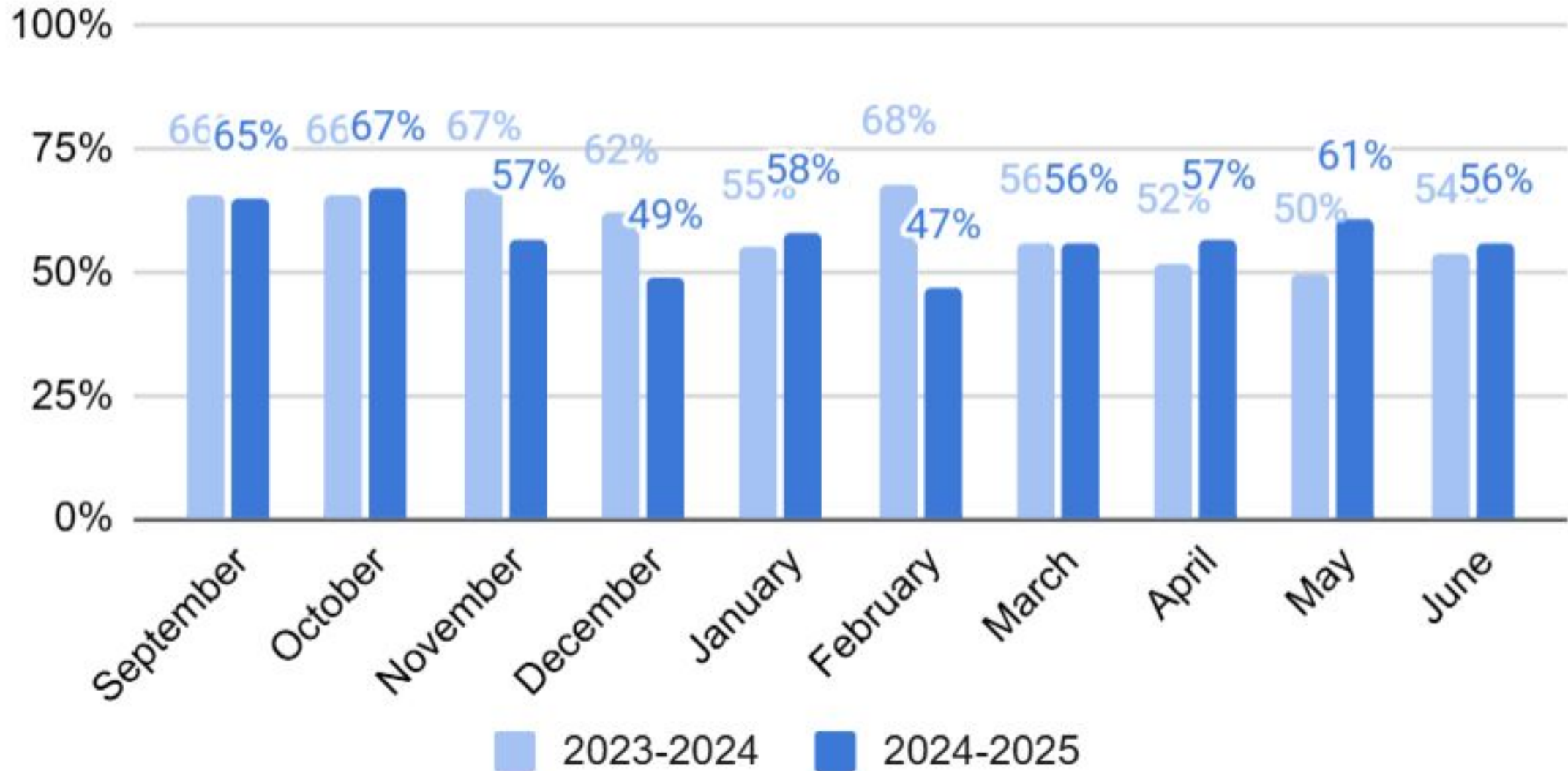


# Students with Disabilities 23-24 and 24-25

## Percentage of Students Who Attended Regularly



# Economically Disadvantaged Students 23-24 and 24-25 Percentage of Students Who Attended Regularly





# 24-25 Strategies/Action Steps

- ▶ Weekly post-cards to families (started March 2025)
- ▶ Attendance incentive program for students
- ▶ Home visits to families as needed
- ▶ Letters to families
- ▶ Check-in process for chronically absent students
- ▶ Attendance campaigns throughout the school year

# Discipline 2024-25 SY Data

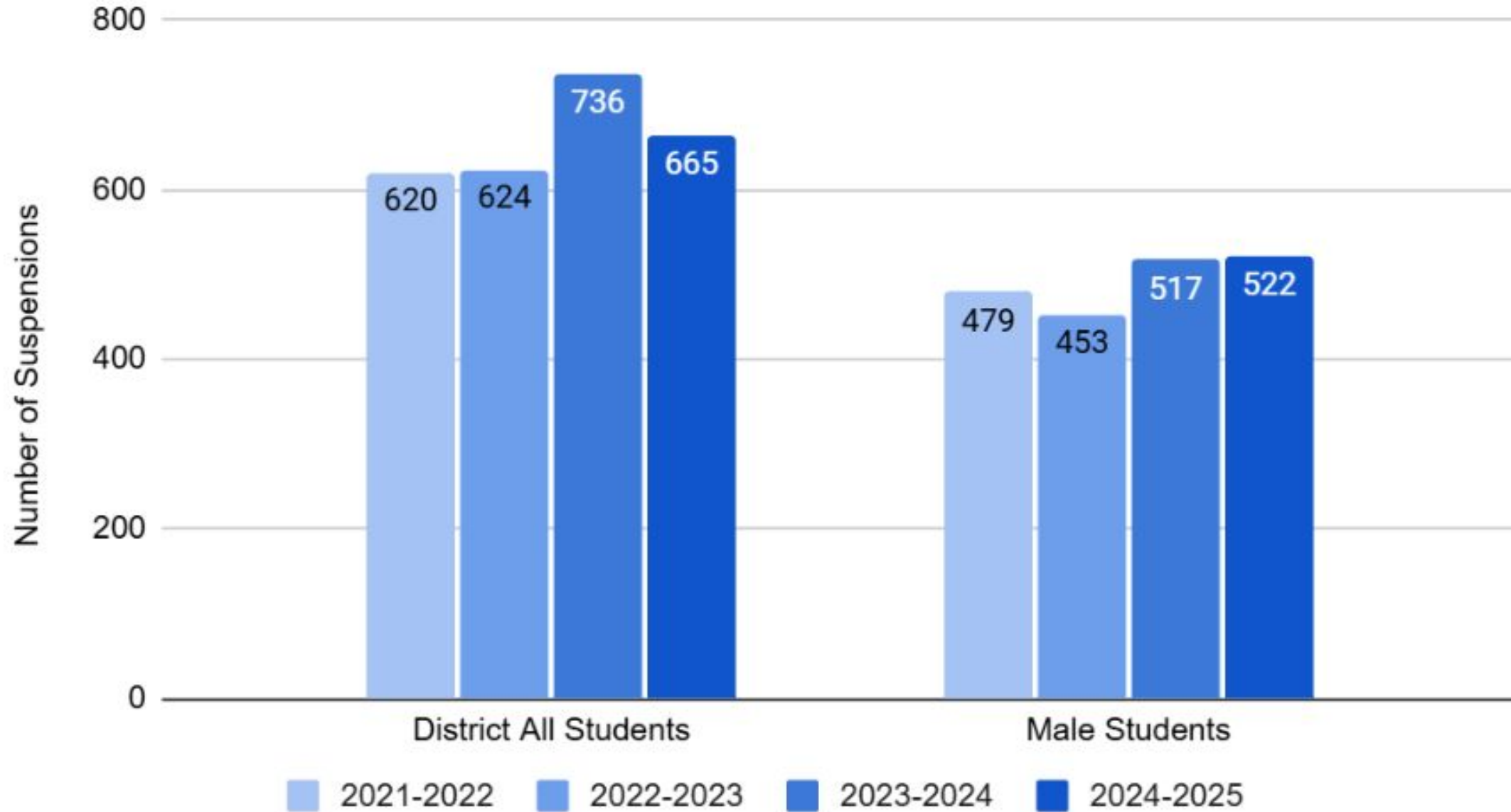


# Discipline

## Long-Term Performance Metric

- ▶ By 2025, we will decrease suspensions for all students by 25% or more compared to the 2021-22 school year.
- ▶ We will decrease suspensions for our male students by 25 percent or more compared to the 2021-22 school year.

## Suspensions for All Students and for Male Students



# 24-25 Strategies/Action Steps

- ▶ Student listening/town hall sessions
- ▶ Building - Review of behavior incidents
  - ▶ time, location, incident type, who, frequency
  - ▶ reteaching of expectations
- ▶ Behavior Safety Assessments (Threat-SIRC-Fire)
- ▶ Two-years of Studer student experience survey data
  - ▶ Culture & climate data (student and caregiver)
    - ▶ “I feel safe at my school” - **increase in student results**
    - ▶ “I feel like I belong at school” - **increase in student results**
    - ▶ “I believe this school provides a safe environment for my child to learn”  
- **increase caregiver results**
    - ▶ “I believe school rules are enforced consistently at this school” - **flat caregiver results**

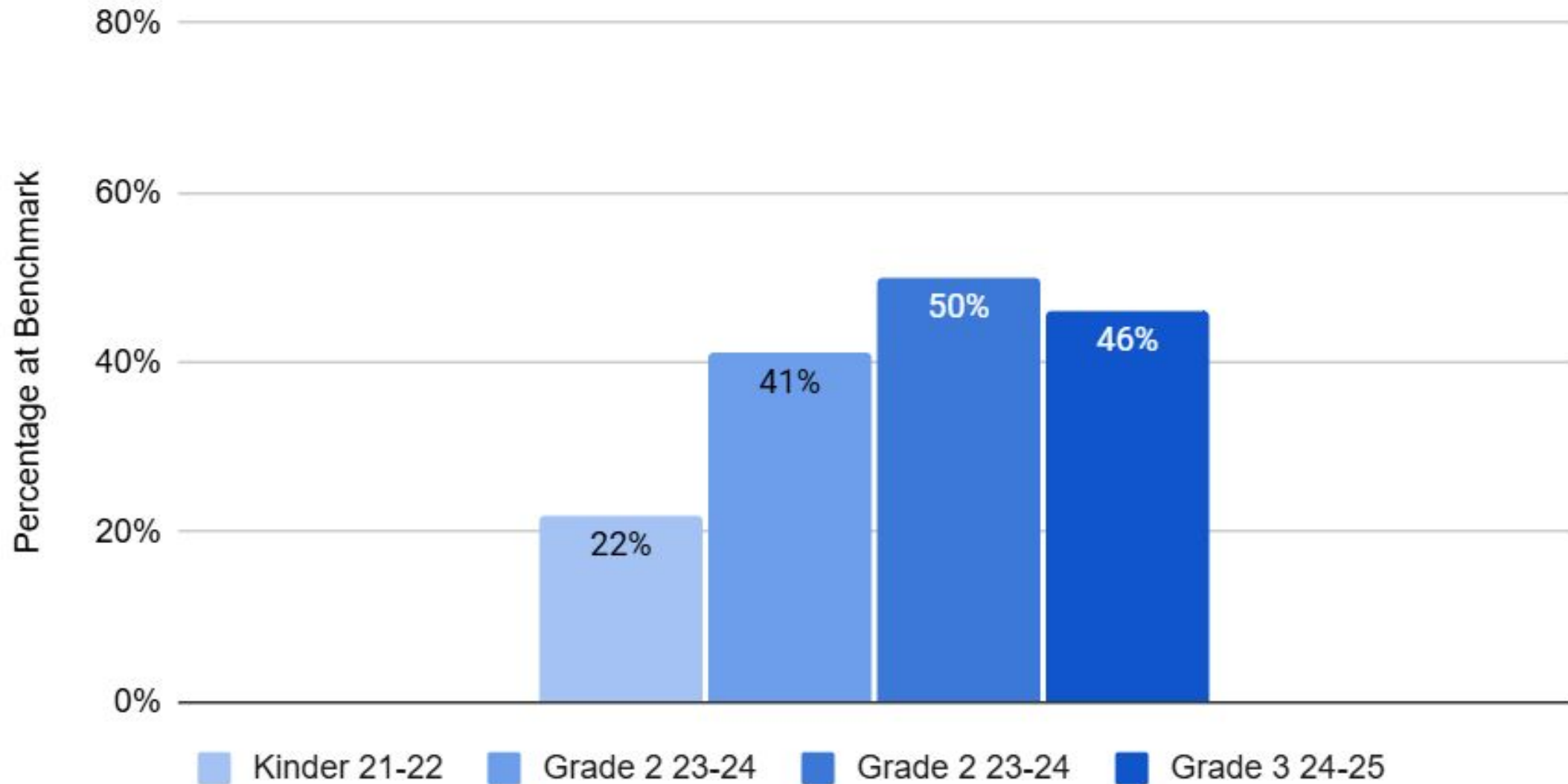
# 3rd Grade Universal Screener (1st-3rd cohort data) Spring 2025



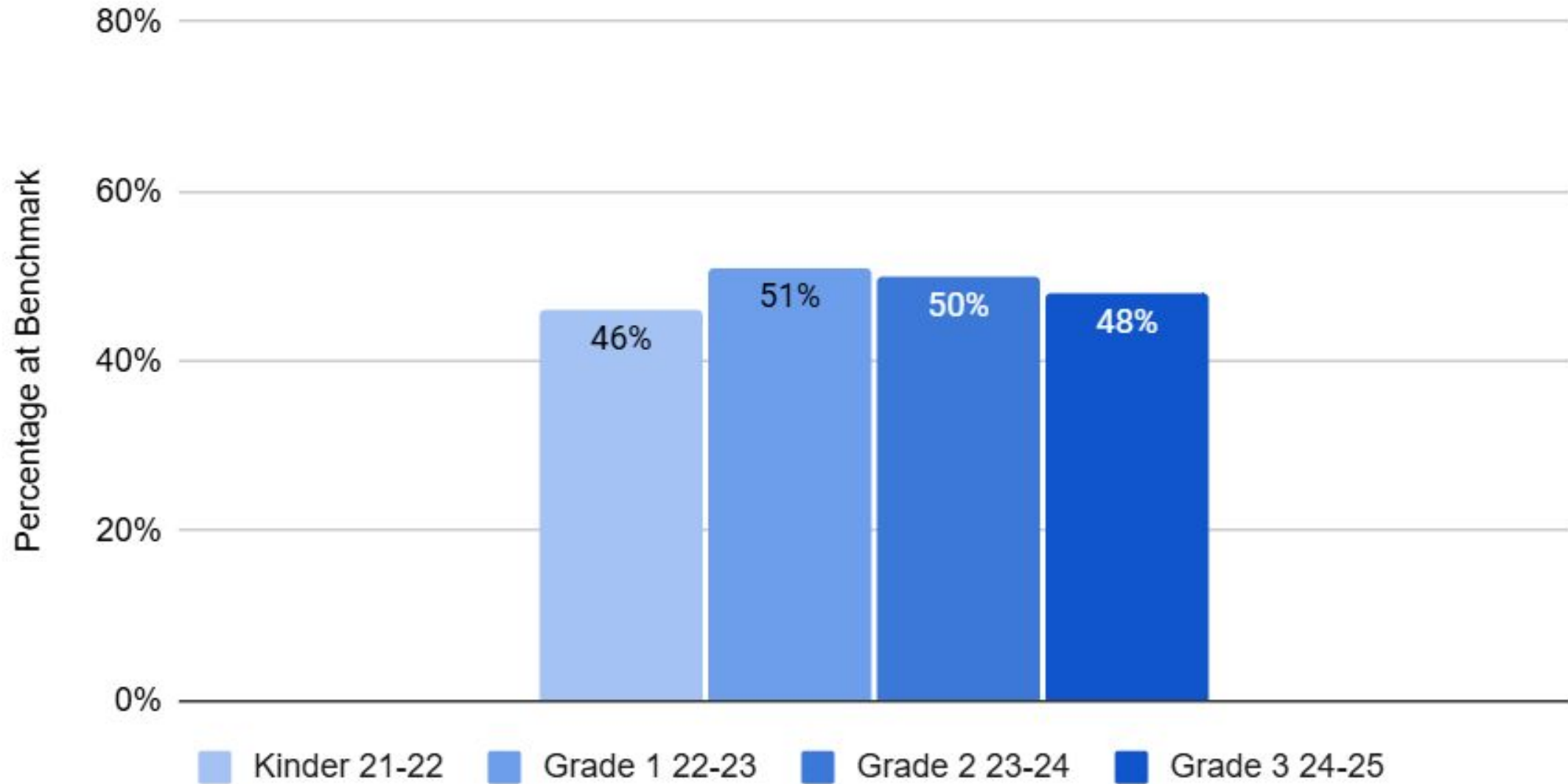
# 3rd Grade Universal Screener Reading and Math Long-Term Performance Metric

- ▶ By 3rd grade, 70 percent or more of all students will have achieved the reading skills expected of their grade level, as assessed by the district's Universal Screener K-3 cohort growth data.
- ▶ By 3rd grade, 60 percent or more of all students will have achieved the math skills expected of their grade level, as assessed by the district's Universal Screener K-3 cohort growth data.

## Reading Growth in Students at Grade Level Benchmark Current Third Grade Students Over Time in the Spring



## Math Growth in Students at Grade Level Benchmark Current Third Grade Students Over Time in the Spring



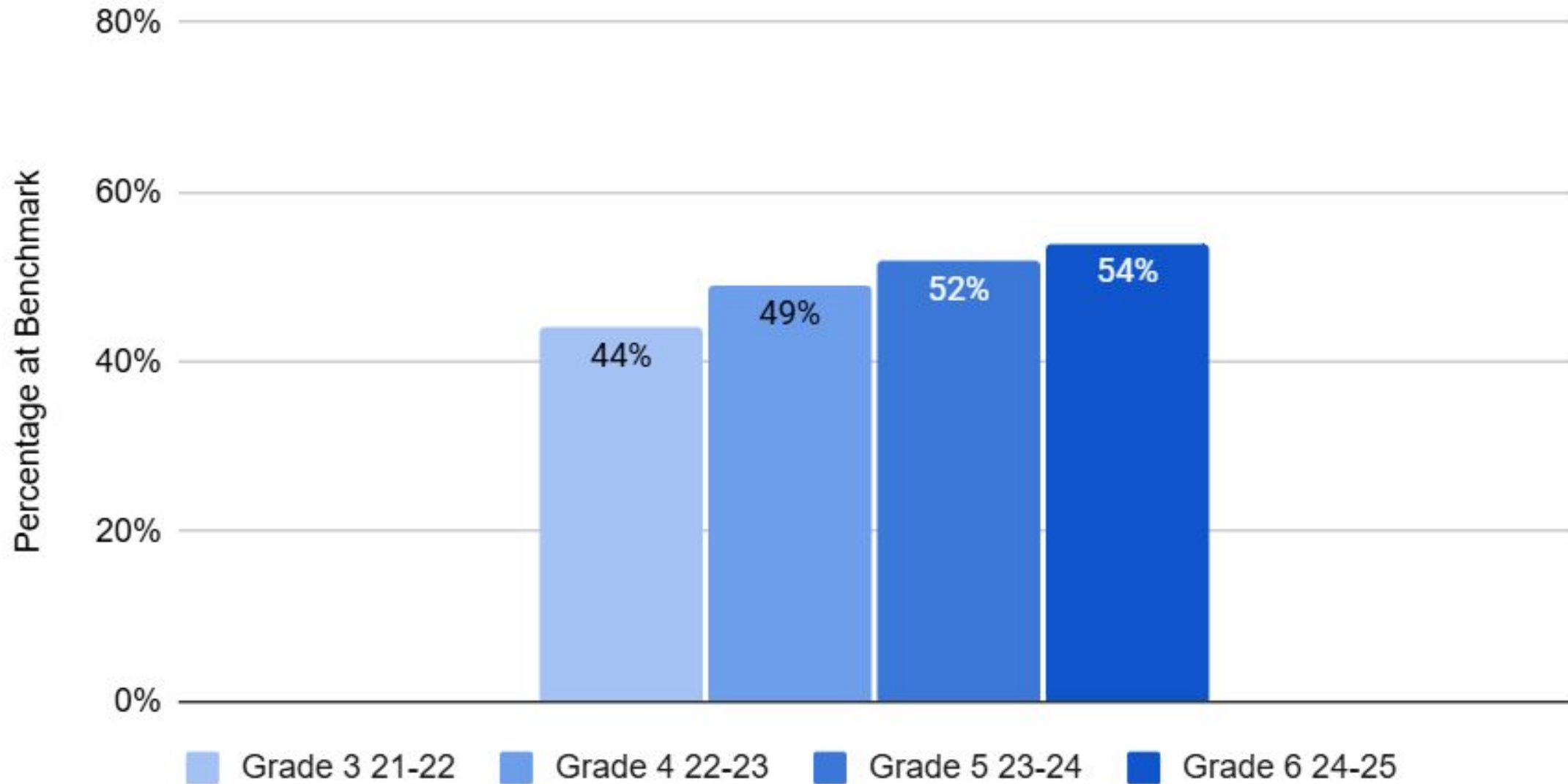
# 6th Grade Universal Screener (3rd-5th cohort data) Spring 2025



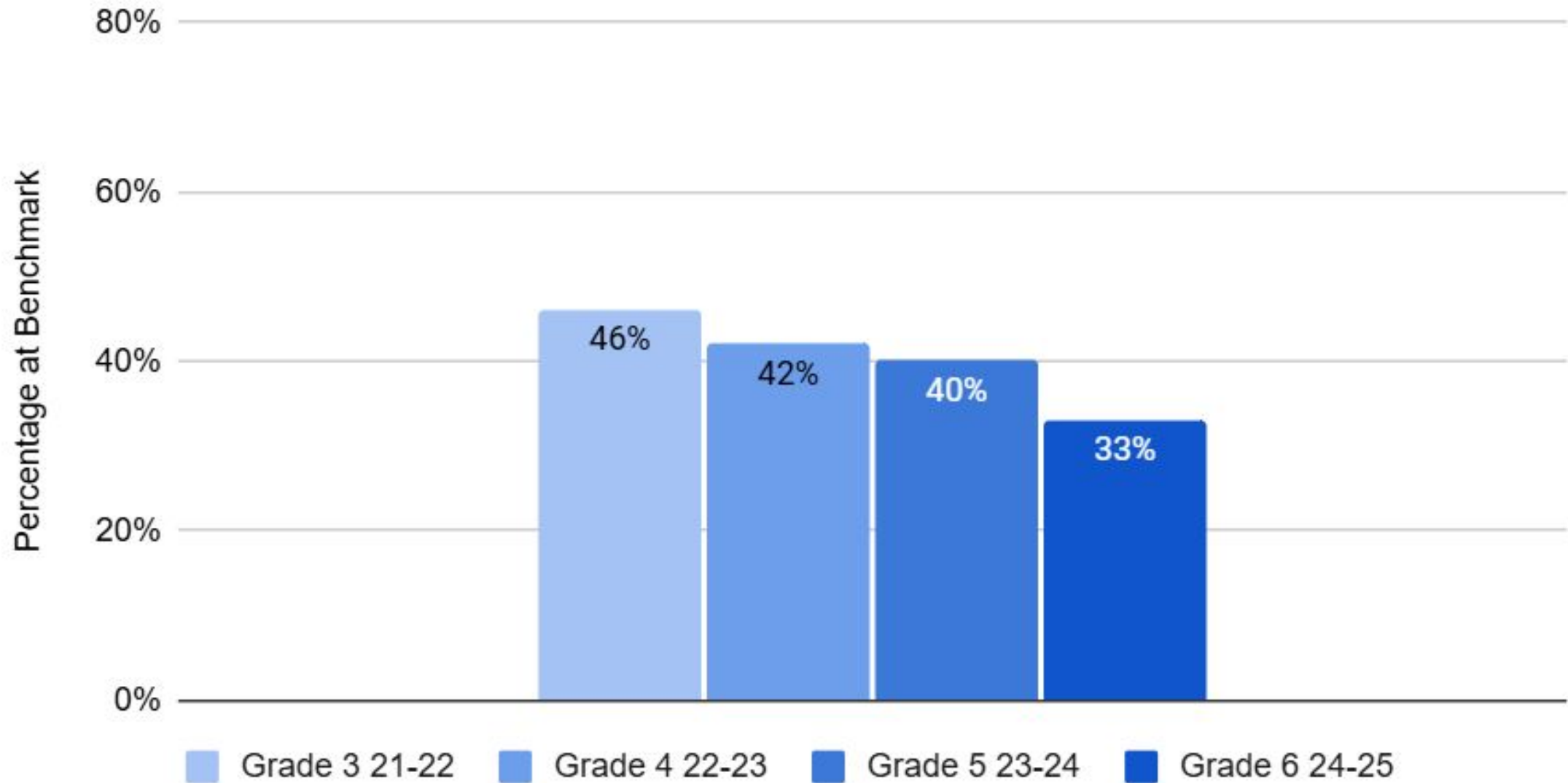
# 6th Grade Universal Screener Reading and Math Long-Term Performance Metric

- ▶ By 6th grade, 60 percent or more of all students will have achieved the reading skills expected of their grade level, as assessed by the district's Universal Screener 3-5 cohort growth data.
- ▶ By 6th grade, 60 percent or more of all students and those experiencing disabilities will have achieved the mathematics skills expected of their grade level, as assessed by the district's Universal Screener 3-5 cohort growth data.

## Reading Growth in Students at Grade Level Benchmark Current Sixth Grade Students Over Time in the Spring

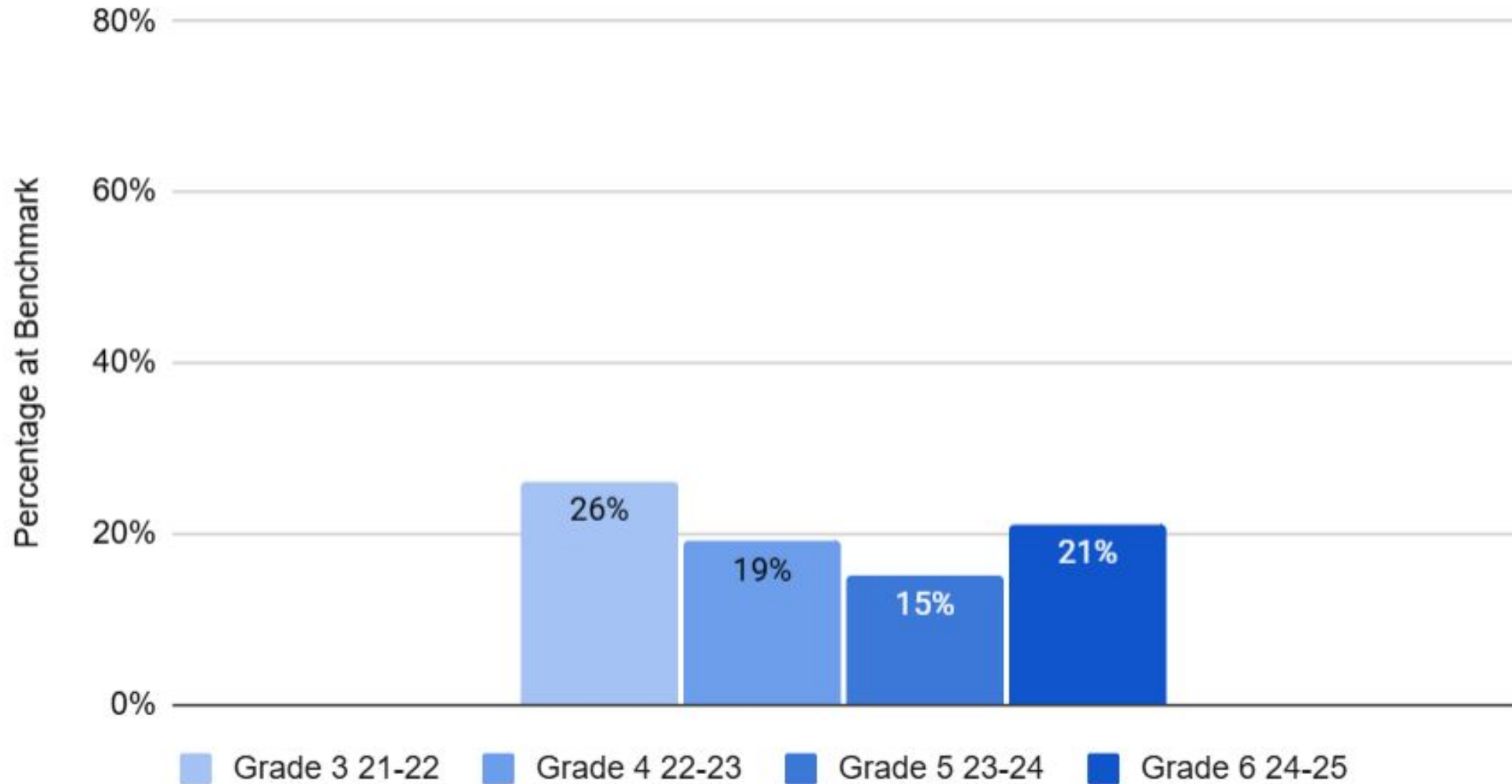


# Math Growth in Students at Grade Level Benchmark Current Sixth Grade Students Over Time in the Spring



## Math Growth in Students at Grade Level Benchmark

### Current Sixth Grade Students with Disabilities Students Over Time in the Spring



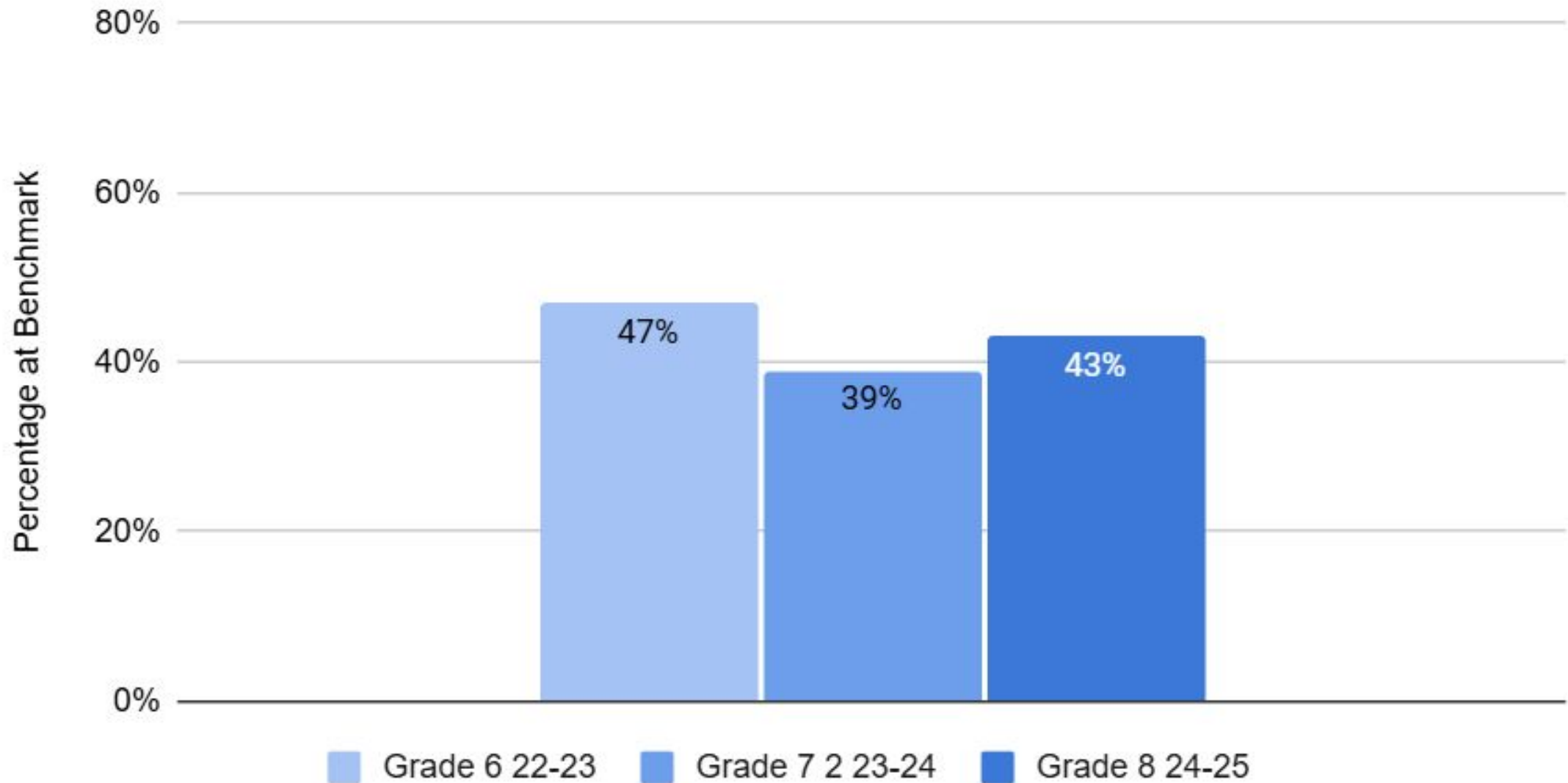
# 8th Grade Universal Screener (6th -8th cohort data) Spring 2025



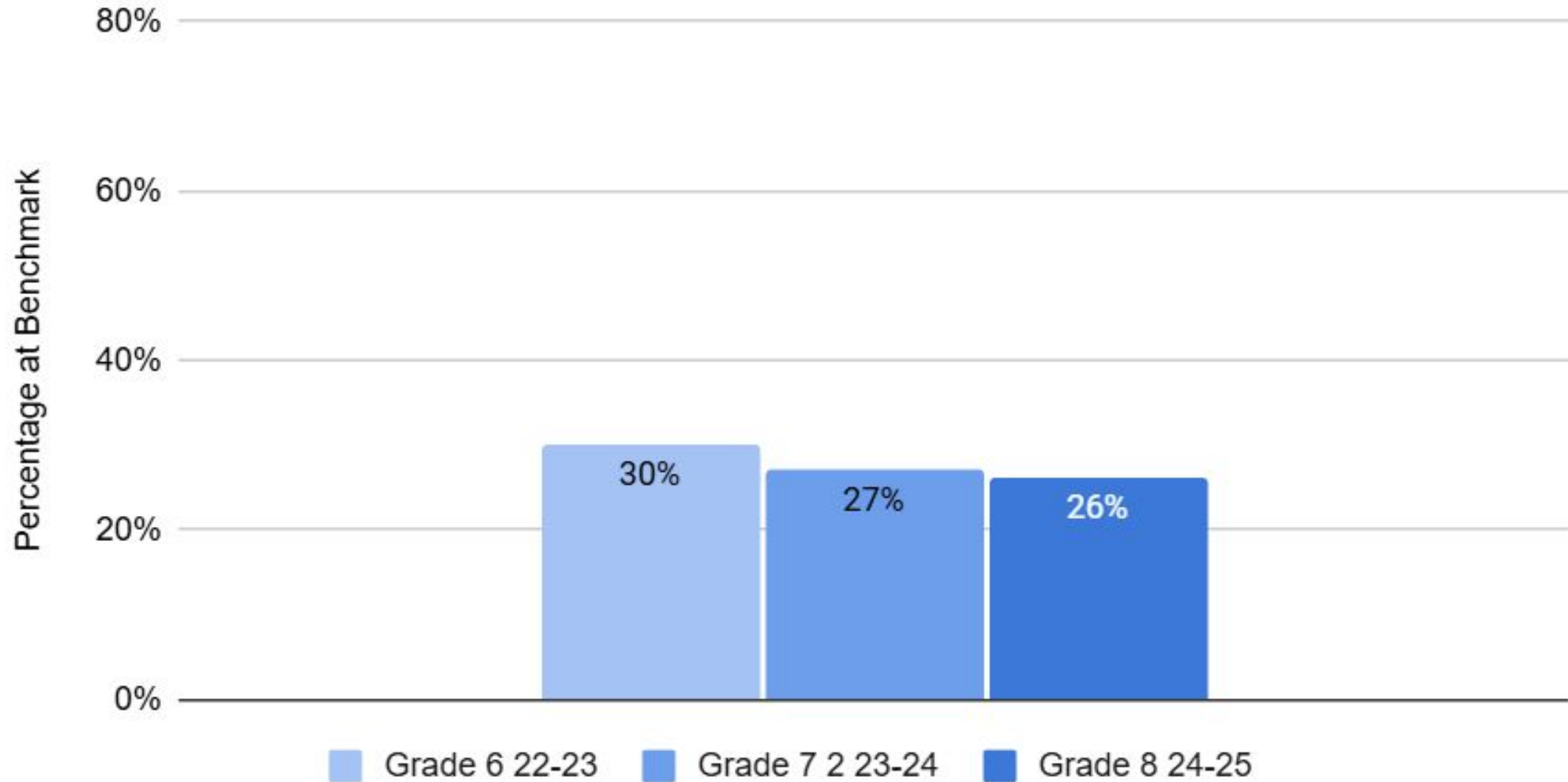
# 8th Grade Universal Screener LA and Math Long-Term Performance Metric

- ▶ By 8th grade, 60 percent or more of all students will have achieved the reading skills expected of their grade level, as assessed by the district's Universal Screener 6-8 cohort growth data.
- ▶ By 8th grade, 60 percent or more of all students and those experiencing disabilities will have achieved the mathematics skills expected of their grade level, as assessed by the district's Universal Screener 6-8 cohort growth data.

# Reading Growth in Students at Grade Level Benchmark Current Eighth Grade Students Over Time in the Spring

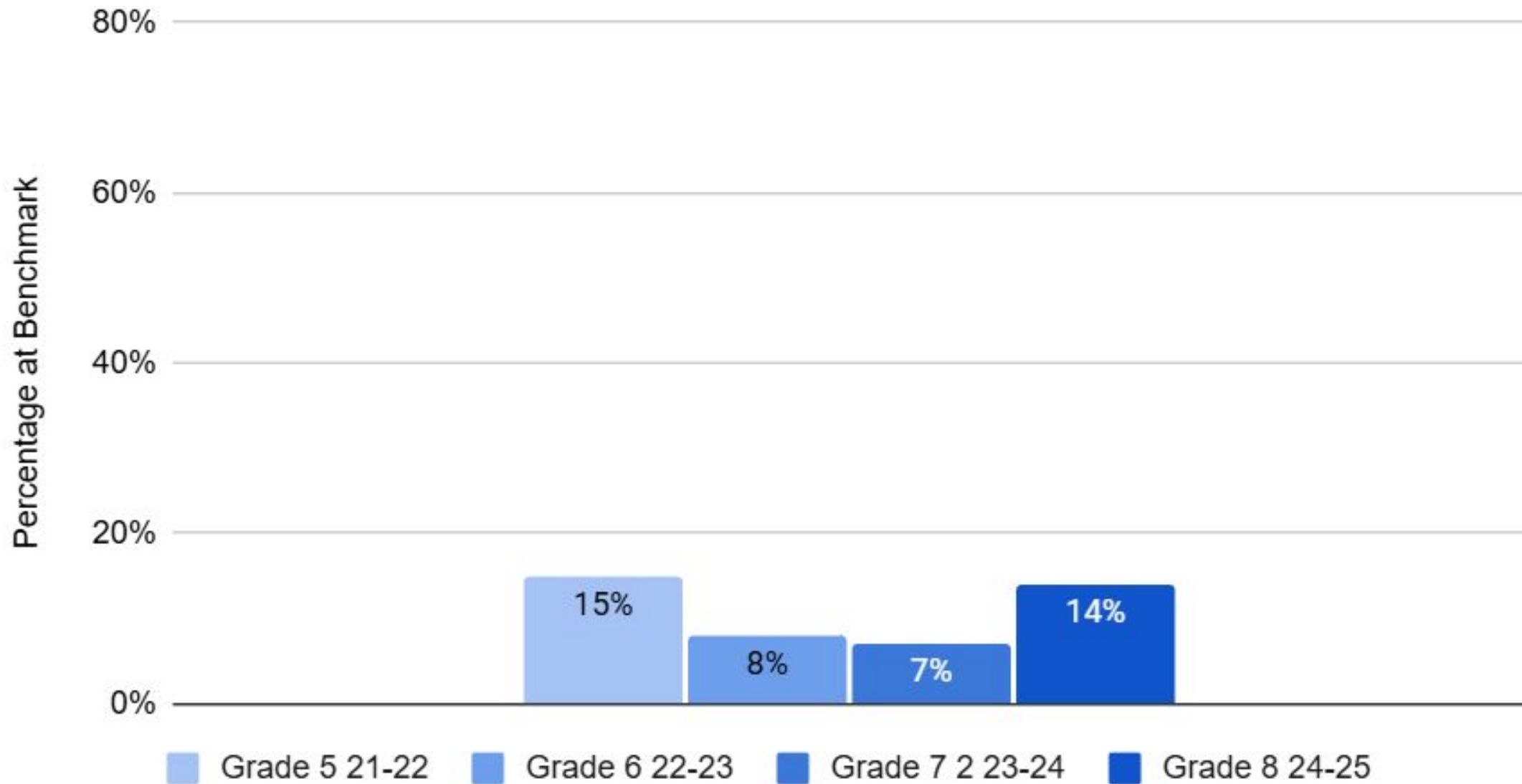


## Math Growth in Students at Grade Level Benchmark Current Eighth Grade Students Over Time in the Spring





## Math Growth in Students at Grade Level Benchmark Current Eighth Grade Students with Disabilities Over Time in the Spring



# 24-25 Strategies/Action Steps

- ▶ Implementation of research-based instructional materials, strategies and interventions aligned to essential standards at each grade level
- ▶ Continued implementation of K-12 Language Arts Curriculum
  - ▶ Year 3 - K-5
  - ▶ Year 2 - 6-12
- ▶ K-12 Professional learning communities
  - ▶ use of data to drive success for students
  - ▶ grade-level common assessments; district-wide common assessments
  - ▶ continue to improve at effectively analyzing student data and adjust/adapt to impact student learning and growth.
- ▶ Language development

# 24-25 Strategies/Action Steps

- ▶ Two-years of Studer student experience survey data
- ▶ Culture & climate data (student and caregiver)
  - ▶ “I believe my learning is important at my school” - **increase in student results**
  - ▶ “I believe my teachers challenge me to think” - **increase in student results**
  - ▶ “I believe that my teachers ask me how I learn best” - **flat student results**
  - ▶ “I believe my child’s learning is a high priority at this school” - **flat caregiver results**
  - ▶ “I regularly receive feedback from school staff on how well my child is learning” - **increase in caregiver results**

# 9th Grade On-Track 24-25 SY



# Background Information

## 9th Grade On-Track:

To ensure students graduate on time, they should have completed 6 credits by the end of their 9th grade year. This metric is one of the largest indicators of whether a student will graduate with their 4-year cohort.

End of 1st Semester = 3 credits earned

End of 2nd Semester = 3 credits earned

End of 9th Grade Year = 6 credits earned

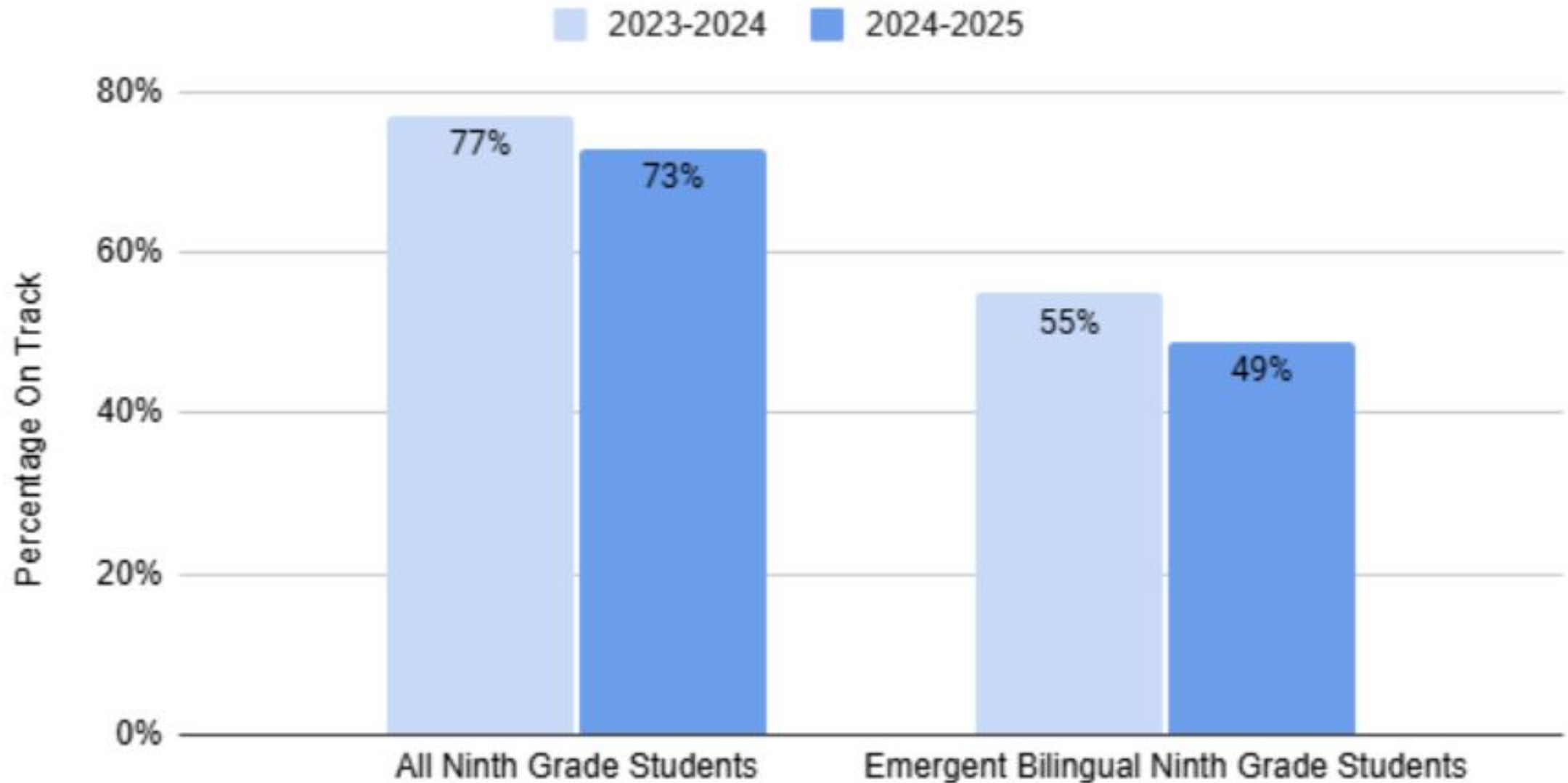
# District Performance Goal

## Performance goals:

- ▶ At least 85 percent of Central High School 9th grade students will be on track to graduate by 2025.
- ▶ At least 75 percent of Central High School 9th graders who are Emergent Bilingual students will be on track to graduate by 2025.



## Percentage of Ninth Grade Students On Track to Graduate, End of Year, 23-24 and 24-25



# QUESTIONS

# Coversheet

## Policy Update - 1st Reading

**Section:** VII. Superintendent's Report  
**Item:** A. Policy Update - 1st Reading  
**Purpose:**  
**Submitted by:**  
**Related Material:** JEBA G1.docx.pdf

## Central School District 13J

Code: JEBA  
Adopted: 1/08/01  
Readopted: 9/12/11; 5/02/16

### Early Entrance\*\*

A child will be admitted into a public school if the child's sixth birthday occurs on or before September 1. A child whose sixth birthday occurs after that date may be admitted to the first grade if the child has maintained regular attendance in any grade of a public full-time school during the entire school term.

~~A student is considered six years of age and will be admitted into a public school if his/her sixth birthday occurs on or before September 1, a student whose sixth birthday occurs after that date may be admitted to the first grade if he/she has maintained regular attendance in any grade of a public full-time school during the entire school term.~~

A child will be admitted to kindergarten if the child's fifth birthday occurs on or before September 15, or is a kindergarten student transferring from a public school in another district.

~~A student will be admitted to kindergarten if his/her fifth birthday occurs on or before September 1, or is a kindergarten student transferring from a public school in another district.~~

~~Early entry into school may be allowed for a student whose needs would best be met in the school program based on an analysis by qualified professional staff of his/her:~~

The early entry into school may be allowed for a child who has not attained the minimum age requirement, if the needs of the child would best be met in the school program based on an analysis by qualified professional staff of the child's:

1. Cognitive development;
2. Social development; and
3. Physical development.

- ~~1. Cognitive development;~~
- ~~2. Social development;~~
- ~~3. Physical development.~~

~~The superintendent shall identify screening processes and instruments which will provide a dependable assessment of the preceding criteria.~~

The superintendent or designee shall identify screening processes and instruments which will provide a dependable assessment of the preceding criteria.

~~Parents will be required to pay the cost of the special testing involved.~~

Parents are required to pay the cost of the special testing involved.

## END OF POLICY

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### Legal Reference(s):

[ORS 327.006](#)  
[ORS 332.107](#)  
[ORS 336.092](#)

[ORS 336.095](#)  
[ORS 339.010](#)  
[ORS 339.065](#)

[ORS 339.115](#)  
[ORS 343.395](#)



# Coversheet

## Personal Electronic Device Policy Overview

<b>Section:</b>	VII. Superintendent's Report
<b>Item:</b>	B. Personal Electronic Device Policy Overview
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Personal Electronic Device Policy Overview ODE July 2025.pdf



# Personal Electronic Device Policy Overview

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July 14, 2025

# Executive Order No. 25-09

**Goal:** Improve academic outcomes by ensuring students are fully engaged in learning within a distraction-free environment that supports their well-being, focus, and ability to thrive academically and personally.



# Definition

**"Personal Electronic Device"** means any portable, electrically powered device that is capable of:

- Making and receiving calls
- Making and receiving text messages
- Accessing the Internet independently from the school's network infrastructure

Personal Electronic Devices do **not** include a laptop computer or other device required to support academic activities.

# Policy Requirement Timeline

- ❑ **By October 31, 2025**, all Oregon school districts are required to adopt a personal electronic device policy that:
  - Prohibits the use of personal electronic devices by students
  - Applies from the start of regular instructional hours until the end of regular instructional hours
  
- ❑ The policy must be implemented in full effect, **no later than January 1, 2026.**



# Policy Requirements

- ❑ Provide clarity on **how devices will be stored** during the school day
- ❑ Provide direction to school personnel regarding **actions that may be taken when a student violates requirements**
  - Allowed actions may not authorize or otherwise result in students losing instructional time, which includes suspension or expulsion.
- ❑ **Posted** on the school district website and made available to:
  - School district personnel
  - Students
  - Parents and guardians
  - Partners who are in the school building during the school day
  - Oregon Department of Education

## Policy Requirements (cont.)

**Provide for the use** of a personal electronic device by a student when the use complies with the terms of:

- ❑ Student's medical provider's order for the care and treatment of a medical condition.
- ❑ Student's IEP or 504 Plan
- ❑ A written exemption provided for the student based on guidelines adopted by the school district to allow school building administrators to accommodate individual circumstances or to further specific educational outcomes for a student.

# Responding to Instances of Noncompliance

- ❑ Responses **must not result in lost instructional time**
- ❑ **Suspension or expulsion is not permitted** when noncompliance is solely related to device use
- ❑ **Supportive disciplinary action may be appropriate** when a device is used to harass others, access inappropriate content, or engage in other prohibited behavior
- ❑ Districts are encouraged to use **educational and restorative strategies**
- ❑ Strong **school culture and climate-building** supports long-term success

# What Should Districts Do Now?

- ✓ **Review** current district policy for alignment to **Executive Order No. 25-09**
- ✓ **Engage** with school board, staff, students, families, and community partners
- ✓ **Develop or revise** personal electronic device policy
- ✓ **Prepare** to bring policy to school board for adoption
- ✓ **Post policy on website** by October 31, 2025
- ✓ **Stay informed** by checking [ODE's website](#) and attending Office Hours.





# Looking ahead and Next Steps: CSD13J

Meet with building administrators in early August.

Consult with Union Leadership (CEA, OSEA Chapter 124)

Create Google Form to gather feedback from caregivers (website, PSQ, socials)

Bring sample policy to board in August for first reading.

Gather feedback from students in September.

Make adjustments as needed to the policy (this may happen frequently throughout the year, this is a living document)

October: Adopt policy as revised, with implementation January 1, 2026.





# Questions?

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# Coversheet

## Approval of Minutes

<b>Section:</b>	IX. Consent Agenda
<b>Item:</b>	A. Approval of Minutes
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	2025_06_09_board_meeting_minutes.pdf

DRAFT



## Central School District 13J

### Minutes

#### Regular Board Meeting

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##### **Date and Time**

Monday June 9, 2025 at 6:30 PM

##### **Location**

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

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##### **Directors Present**

Byron Shinkle, Donn Wahl, Jann Jobe, Melanie Landon-Hays, Peggy Clyne, Steve Moser, Susan Graham

##### **Directors Absent**

*None*

##### **Guests Present**

Emily Mentzer, Orlando San Miguel Morales

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#### **I. Executive Session - 5:30 p.m. Closed to the Public**

##### **A. The board met in Executive Session under the provisions of ORS 192.660 (2) (b) Open Meeting Law**

Board Chair Byron Shinkle called the meeting to order and recessed immediately into executive session at 5:32 p.m. to consider the dismissal or disciplining of, or to hear

complaints or charges brought against, a public officer, employee, staff member, or agent, unless he or she requests an open meeting. (ORS 192.660 (2) (b)).  
Specific information discussed in executive session shall not be made public and shall remain undisclosed.

## **II. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

Byron Shinkle called a meeting of the board of directors of Central School District 13J to order on Monday Jun 9, 2025 at 6:47 PM.

### **C. Flag Salute**

### **D. Adoption of the Agenda**

Dr. Kubista reviewed the agenda.

## **III. Recognitions**

### **A. D.O.N.U.T.S. National Coding Champions**

Independence Library Director Patrick Bodily and the 6th grade students Marshall Martell, David Barron, and Jake Burbank (Operation D.O.N.U.T.), who won the National Youth Coding League Championship, shared more about what they did in the competition. Mr. Bodily added that the Youth National Coding League is not continuing, and that the Independence library is working to keep and expand the program for 3rd through 8th grade, rather than 5th through 8th grade.

### **B. Staff retirements 20+ years**

Dr. Kubista recognized and honored:

Brad Biery, 21 years

Claudette Garcia, 30 years

Brett Baldwin, 30 years

### **C. Service to the Board**

Dr. Kubista recognized and honored:

Peggy Clyne, Zone 2, 10 years

Donn Whal, Zone 6, 12 years

## **IV. Academic Excellence**

### **A. TAG Capstone Student Presentation - 8th Graders**

Roseanna Larson introduced Elyssa Glasmann, who shared about her 8th grade Capstone project about using nanobots to treat childhood cancer.

## B. CTE Criminal Justice Pathway Completers

Roseanna Larson introduced students who completed the Criminal Justice Pathways in the graduating Class of 2025. More than half of the students who completed the pathway have committed to pursuing a career in law enforcement. She thanked the officers from both Independence and Monmouth police departments, and her husband who recently retired from the Sheriff's department.

Students spoke more about the pathway. They said that classes included independence learning -- going through FEMA training -- receiving qualifications and practicing interview skills. They said that there was a lot of hands-on experience.

## V. Standing Reports

### A. Data Report - Performance Metrics

Director of Multilingual Learners presented the ELPA Summative and ALT ELPA results from the 2024-25 school year.

## VI. Superintendent's Report

### A. Policy JEBA Early Entrance - 3rd Reading

The superintendent recapped Graduation Week, and said that, based on feedback from community and staff, her recommendation is to keep the Early Entrance Policy JEBA. She said she would revise it and the AR, and bring the policy back to the board in July.

## VII. Consent Agenda

### A. Finance Report

Donn Wahl made a motion to Accept consent agenda as presented.

Jann Jobe seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### Roll Call

Byron Shinkle	Abstain
Jann Jobe	Aye
Susan Graham	Aye
Peggy Clyne	Aye
Steve Moser	Aye
Donn Wahl	Aye
Melanie Landon-Hays	Aye

### B.



## Minutes

### C. Personnel Report

## VIII. Closing Items

### A. Comments from the Board

Director Jobe noted that the students were "top notch" in their presentation. She said celebrating students creates a lovely community feeling.

Director Shinkle agreed with Dr. Kubista about graduation being flawless, and thanked everyone who helped to make that happen.

Director Graham noted that she was impressed with all the events of graduation week, including the Latino Ceremony and Senior Awards.

Director Whal thanked the board for "putting up with" him for 12 years on the board. He said it was a joy to work with each one of the board members.

Director Moser commented on the work done by the CTE Criminal Justice completers with FEMA and more. He said maybe they could be convinced to work for the Fire Department instead of the police departments.

### B. Items for Action at Future Meetings

## IX. Executive Session - Closed to the Public

### A. The board met in Executive Session under the provisions of ORS 192.660 (2) (b) Open Meeting Law

Board Chair Shinkle recessed into Executive Session at 8:04 p.m. to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or agent, unless he or she requests an open meeting. (ORS 192.660 (2) (b)).

Specific information discussed in executive session shall not be made public and shall remain undisclosed. Board Chair Shinkle recessed back into regular session at 8:52 p.m.

## X. Executive Session - Closed to the Public

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:52 PM.

Respectfully Submitted,  
Byron Shinkle

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### Documents used during the meeting

- Final Presentation Board Presentation (6.9.25 Board Presentation Preliminary Unofficial ELPA Summative Achievement and Growth).pdf
- JEBA Early Entrance.pdf
- Board Financial Report\_June 2025 (1).pdf
- 2025\_05\_05\_board\_meeting\_minutes (1).pdf
- 4-1-25 NonRenewal Hearing Minutes Open session.pdf
- \_Board Reports 2025.xlsx - June 25.pdf

# Coversheet

## Personnel Recommendations

**Section:** IX. Consent Agenda  
**Item:** B. Personnel Recommendations  
**Purpose:**  
**Submitted by:**  
**Related Material:** \_Board Reports 2025.xlsx - July 25.pdf

July Board Report				
6/30/2025				

Resignation				
Last Name	First Name	Position	Location	Effective Date
Russell	Kathryn	SPED Teacher	TMS	06/17/2025
Martin	Charlotte	Elementary Teacher	IES	06/17/2025
Cervantes Sanchez	Maria	Elementary Teacher	ACES	06/17/2025

Leave of Absence				
Last Name	First Name	Position	Location	Effective Date
Mitchell	Brandi	Elementary Teacher	ACES	08/27/2025
Gudino Iniguez	Lourdes	TWI Teacher	IES	08/27/2025

Retirement				
Last Name	First Name	Position	Location	Effective Date
Pedersen	Dale	Principal	CHS	06/30/2025

Hired				
Last Name	First Name	Position	Location	Effective Date
Petersen	Riley	PE Teacher	ACES	07/01/2025
Nuss	Deidra	Band Teacher	TMS	07/01/2025
Boone	Chelsea	TOSA	ACES	07/01/2025
Marshall	Kyla	Temp Teacher	ACES	07/01/2025
Brown	Blake	CTE Media Teacher	CHS	07/01/2025
Jaramillo Salas	Diana	TWI Teacher	IES	07/01/2025
Taylor	Kady	Elementary Teacher	ACES	07/01/2025
Nagy	Mikayla	Elementary Teacher	MES	07/01/2025
Bradley	Sydney	Science Teacher	TMS	07/01/2025
Carline	Alyssa	TWI Teacher	IES	07/01/2025
Abrams	Richard	ELD Teacher	TMS	07/01/2025
Atkinson	Megan	SPED Teacher	ACES	07/01/2025
Bruning	Jennifer	Math Teacher	CHS	07/01/2025
Bonilla	Erica	Counselor	CHS	07/01/2025
Lopez	Joel	School Psych	DO	07/01/2025

# Coversheet

## 2025-26 Board Calendar

<b>Section:</b>	X. Business Agenda
<b>Item:</b>	A. 2025-26 Board Calendar
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	25-26 Board Meeting Calendar - Full Year Calendar (1).pdf



## 2025-2026 Board of Directors Calendar

July 2025							January 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29	30	31
August 2025							February 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30							
31													
September 2025							March 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30					29	30	31				
October 2025							April 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4			1	2	3	4	
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	31		26	27	28	29	30		
November 2025							May 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30							31						
December 2025							June 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6			1	2	3	4	5
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				







# Coversheet

## Professional Services Representatives

**Section:** X. Business Agenda  
**Item:** B. Professional Services Representatives  
**Purpose:**  
**Submitted by:**  
**Related Material:** Annual Board Resolution\_Prof Services 2025-26.pdf



**MOTIONS SELECTING PROFESSIONAL SERVICES REPRESENTATIVES  
FOR CENTRAL SCHOOL DISTRICT 13J  
FISCAL YEAR 2025-2026**

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.

**RESOLUTION SELECTING PROFESSIONAL SERVICES REPRESENTATIVES  
FOR CENTRAL SCHOOL DISTRICT 13J  
FISCAL YEAR 2025-2026**

**WHEREAS**, the Directors of the Central School District 13J contract with professional service companies to provide public audit services, insurance services and legal advice, and

**WHEREAS**, the administrative directors of the District recommend the following providers for the 2025-2026 fiscal year;

**AUDITOR** - *Pauly, Rogers and Co., PC*

**INSURANCE CARRIER, PROPERTY & CASUALTY** - *PACE (Property & Casualty in Education) Trust*

**INSURANCE CARRIER, WORKERS' COMPENSATION & LIABILITY** - *SAIF (State Accident Insurance Fund) Corporation*

**INSURANCE BROKER** - *WHA (Wilson Heirgood Associates) Insurance*

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

**ATTORNEYS, PERSONNEL, NEGOTIATIONS and SPECIAL EDUCATION** - *the attorneys of Hungerford Law Firm*

**NOW, THEREFORE, BE IT RESOLVED** that the above-named providers be approved to provide services as listed.

Dated at Independence, Oregon, this 14th day of JULY, 2025

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Board Chair  
Central School District 13J  
Polk County, Oregon

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Jennifer R. Kubista, EdD  
Superintendent, Central School District 13J

## Coversheet

### Appointing Legally Elected and Qualified Officers as Authorized Signatories

<b>Section:</b>	X. Business Agenda
<b>Item:</b>	C. Appointing Legally Elected and Qualified Officers as Authorized Signatories
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Annual Board Resolution_Authorizing Positions 2025-26.pdf

**MOTIONS APPOINTING LEGALLY ELECTED AND  
QUALIFIED OFFICERS AS AUTHORIZED SIGNATORIES  
FOR CENTRAL SCHOOL DISTRICT 13J  
FISCAL YEAR 2025-2026**

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.

**RESOLUTION APPOINTING LEGALLY ELECTED AND  
QUALIFIED OFFICERS AS AUTHORIZED SIGNATORIES  
FOR CENTRAL SCHOOL DISTRICT 13J  
FISCAL YEAR 2025-2026**

**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 13J, Polk County, Oregon, and

**WHEREAS,** BRIAN FLANNERY is the legally designated, qualified Executive Director of Human Resources of Central School District 13J, Polk County, Oregon, and

**NOW, THEREFORE, BE IT RESOLVED** that the above-named Chair is hereby authorized to sign as Chair and in the event of his/her absence or inability to serve, the above-named Vice Chair is hereby authorized to sign as Vice Chair. And, the above named administrative directors are hereby authorized signatories of the district until such time as this authority is rescinded by action of the Board of Directors of the District or until their successors are duly identified and qualified.

Dated at Independence, Oregon, this 14th day of JULY, 2025

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Board Chair  
Central School District 13J  
Polk County, Oregon

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Jennifer R. Kubista, EdD  
Superintendent, Central School District 13J



# Coversheet

## Designation of Financial Institutions

<b>Section:</b>	X. Business Agenda
<b>Item:</b>	D. Designation of Financial Institutions
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Annual Board Resolution_Designating Financial Institutions 2025-26.pdf

**MOTIONS DESIGNATION OF FINANCIAL INSTITUTIONS  
FOR CENTRAL SCHOOL DISTRICT 13J  
FISCAL YEAR 2025-2026**

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.

**RESOLUTIONS FOR DESIGNATION OF FINANCIAL INSTITUTIONS  
FOR CENTRAL SCHOOL DISTRICT 13J  
FISCAL YEAR 2025-2026**

BE IT RESOLVED, this this 14th day of JULY, 2025, that the following accounts and depositories be designated for the services noted:

**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

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Board Chair  
Central School District 13J  
Polk County, Oregon

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Jennifer R. Kubista, EdD  
Superintendent, Central School District 13J