



Central School District 13J

Regular Board Meeting

Published on July 25, 2025 at 2:56 PM PDT
Amended on August 4, 2025 at 5:48 PM PDT

Date and Time

Monday August 4, 2025 at 6:30 PM PDT

Location

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

Agenda

	Presenter	Time
I. Opening Items		6:30 PM
A. Record Attendance		1 m
B. Call the Meeting to Order		
C. Flag Salute		5 m
D. Adoption of the Agenda		5 m
II. Communication from the Floor		

Presenter

Time

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 Google Form. 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 info@central.k12.or.us. If you are in need of a translator, please email info@central.k12.or.us. 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.

Si necesita asistencia de un traductor por favor envíe un correo electrónico a:

info@central.k12.or.us

III. Standing Reports	6:41 PM
A. Summer Programming Recap	5 m
B. Looking forward to 2025-26 School Year	5 m
Reminders about First Day, Registration, Cougar Camp, Kinder Jump Start, Where to find communication from the district, fill out volunteer forms.	
IV. Superintendent's Report	6:51 PM
A. State and Federal update of Funding	
V. Board Report	
The board will meet on August 18 for a board PLC from 2-6 p.m.	
The next board meeting will be September 8, because the first Monday is Labor Day.	
VI. Consent Agenda	6:51 PM
A. Approval of Minutes	5 m
B. Personnel Recommendations	5 m
C. Policy Adoption (2nd reading)	5 m
VII. Business Agenda	7:06 PM

PresenterTime

A. Superintendent Contract

VIII. Closing Items7:06 PM

A. Board Comments5 m

B. Items for Action at Future Meetings5 m

IX. Executive Session - Closed to the public7:16 PM

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.

A. Adjourn Meeting

The Board will recess out of Executive Session to adjourn the meeting.

Coversheet

Summer Programming Recap

Section:	III. Standing Reports
Item:	A. Summer Programming Recap
Purpose:	
Submitted by:	
Related Material:	8.4.25_SummerProgramming.pdf

CSD 13J Summer Programming 2025

August 4, 2025 Board Report

2025 SUMMER PROGRAMMING

Summer Program Funding

- Summer Learning Grant
- Migrant Program Grant
- 21st CCLC Grant
- ~~Student Success Act - IES Summer Grant~~
- High School Success Grant

2025 SUMMER PROGRAMMING

K-12

Grades 1-5, 6: Summer School/ Enrichment

Dates: June 30-July 31

Time: 8:00 AM - 2:30 PM

Sites: Independence, Talmadge

Total Students: 167 (1-5); 31 (6)

Grades 9-12: Summer Program (In-person and online credit recovery)

Dates: June 13-August 22 (online)

June 23-July 17 (in-person)

Site: Online and CHS

Total Students: 28 (9-12); 134 (on-line)

Family Engagement

*Orientation, Outreach, &
Resources*

The Gate Youth Center

Club based learning based on
state standards, & enrichment

Dates: June 13-August 29

- ▶ LA CIMA EXISTS TO IMPART LEADERSHIP AND LIFE SKILLS TO LATINX YOUTH
- ▶ LA CIMA EXISTE PARA INSPIRAR LIDERAZGO Y HABILIDADES DE LA JUVENTUD LATINA.
- ▶ La Cima is dedicated to collaboratively developing leadership opportunities for Latine/x youth and improving the collective well-being of our communities.
- ▶ La Cima se dedica a desarrollar colaborativamente oportunidades de liderazgo para la juventud Latine/x y a mejorar el bienestar colectivo de nuestras comunidades.



2025 SUMMER PROGRAMMING

Community Partner

The Gate Youth Community Center

Independence Airpark

YMCA

WESD Migrant Education Program

Western Oregon University

WESD Student Services

Independence Library

WESD Indian Education Program

Independence Theater

QUESTIONS

Coversheet

Looking forward to 2025-26 School Year

Section:	III. Standing Reports
Item:	B. Looking forward to 2025-26 School Year
Purpose:	
Submitted by:	
Related Material:	August2025_Welcometo2025-26.pdf

CSD13J

CSD13J Board Meeting August 2025



August 4 2025
School Board Meeting
Welcome to the
2025-26 School Year

CSD13J Strategic Plan Scorecard

HOW WE MEASURE	GOAL	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

Key Information - 2025-26 SY

- ▶ Registration
 - ▶ For School
 - ▶ For bus/transportation
- ▶ Kinder Jump Start
- ▶ Cougar Camp
- ▶ Volunteer Forms
- ▶ First Day of School
- ▶ Sign up with ParentSquare
- ▶ Update your information in PowerSchool

Registration - 2025-26 SY

- ▶ Register for school
 - ▶ What you will need:
 - ▶ Proof of birthdate
 - ▶ Proof of immunization records
 - ▶ Proof of address
- ▶ Children who will be 5 years old on or before September 15, 2025, may register for kindergarten at their neighborhood school.

All of this may be found on our [Registration Page](#) website.
[School Supply Lists](#) may be found on our homepage.

Registration - 2025-26 SY

▶ Elementary School

- ▶ Come to the front office of your neighborhood school

▶ Middle School

- ▶ 6th grade: August 12, 3-7 p.m.
- ▶ 7th grade: August 13, 3-7 p.m.
- ▶ 8th grade: August 14, 3-7 p.m.

▶ High School

- ▶ 11-12 grade: August 19, 11 a.m. - 2 p.m.; 4-7 p.m.
- ▶ 9-10 grade: August 21, 11 a.m. - 2 p.m.; 4-7 p.m.
- ▶ Makeup day: August 26, 10 a.m. - 1 p.m. (no photos this day)

Registration - 2025-26 SY

- ▶ Register for transportation
 - ▶ What you will need:
 - ▶ Fill out the 2025-26 [Transportation Request Form](#) by August 17.
 - ▶ Elementary students must live more than one mile from their neighborhood school to qualify.
 - ▶ Secondary students must live more than 1.5 miles.
- ▶ Find out what school your student should attend through this [link](#) on the [Transportation Page](#).
- ▶ Download the Ride K-12 app to keep up to date on changes to your bus route.

Students must register for transportation each year.

Cougar Camp 2025-26

Cougar Camp*

- ▶ Cougar Camp is for incoming 6th graders and students new to Talmadge Middle School
- ▶ Camp will be August 21, 8 a.m. to 12:30 p.m.

***No tent required!**

**** Registration IS required!**

Sign up to Volunteer!

- ▶ We need YOU in our schools!
 - ▶ What you will need:
 - ▶ Fill out a [Volunteer Application online](#).
 - ▶ Review the Volunteer Contract online.
- ▶ Volunteer applications can take 2 weeks or longer to be approved.
- ▶ Applications must be filled out each year starting August 1.

Fill out your form today!

First day of School

- ▶ **School Starts after Labor Day!**
 - ▶ **Wednesday, September 3**
 - ▶ **First Day for K-5, 6th, and 9th grades**
 - ▶ **Thursday, September 4**
 - ▶ **First day for 7-8, 10-12 – and all other students!**
- ▶ **NO LATE START or EARLY RELEASE on Wednesday, September 3!**
- ▶ **Late Start and Early Release will begin Wednesday September 10, and continue through the school year.**

Sign up with ParentSquare

- ▶ Stay current with communications!
 - ▶ Posts and assignments from your teacher
 - ▶ Notifications about school closures
 - ▶ Receive monthly newsletters from your school and the district
 - ▶ RSVP for calendar events and fill out permission slips online.
 - ▶ Follow our CSD13J and Partners Updates for things such as library event calendars and goings-on with the YMCA or Polk Co. Family and Community Outreach.
 - ▶ Register your account today!

Update your info in PowerSchool

- ▶ Check your contact information during registration at the middle and high schools.
- ▶ At elementary schools, check with your front office.
 - ▶ Double check your contact information
 - ▶ Email, phone number
 - ▶ Ensure your emergency contacts are accurate.

QUESTIONS

Coversheet

Approval of Minutes

Section:	VI. Consent Agenda
Item:	A. Approval of Minutes
Purpose:	
Submitted by:	
Related Material:	2025_06_23_csd13j_board_summer_retreat_minutes.pdf 2025_07_14_board_meeting_minutes.pdf

DRAFT



Central School District 13J

Minutes

CSD13J Board Summer Retreat

Date and Time

Monday June 23, 2025 at 2:00 PM

Location

Henry Hill Education Support Center
750 S. Fifth St.
Independence, OR
97351

Directors Present

Byron Shinkle, Jann Jobe, Melanie Landon-Hays, Peggy Clyne, Steve Moser (remote), Susan Graham (remote)

Directors Absent

None

Guests Present

Andrea Van Heeswyk, Emily Mentzer, Irene Olivaros-Vega

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Byron Shinkle called a meeting to order on Monday Jun 23, 2025 at 2:05 PM.

II. Setting the day

A. Board Governance

Superintendent Jennifer Kubista reviewed Board Governance from OSBA.

B. Learning Targets

C. Success Criteria

D. Agenda

III. Studer Education - Climate and Culture

A. 2023-24, 2024-25 Climate and culture survey results

Casey Blochowiak from Studer Education presented the data from the four district surveys: District Services Survey, Staff Experience Survey, Student Experience Survey, Family/Parent Experience Survey.

Ms. Blochowiak and Dr. Kubista reviewed how the surveys were rolled out and how the results are being used.

IV. Performance Metrics Review and Strategic Plan

A. Discussion about Performance Metrics

Board members reviewed the data of the district's performance metrics, and considered if the goals set by the board in 2022 are too high. Board members agreed that it is better to be aspirational -- every student can succeed.

V. Review Board Calendar

A. 2025-26 SY Board Calendar

The board reviewed the draft of the 2025-26 Board Calendar. Director Graham suggested that the board meet on the second Monday of June, reserving the first Monday of June for a budget meeting, similarly to how it was in 2024-25.

VI. Facilities Committee

A. Facilities Committee regrouping

Director Graham said that members of the facilities committee suggested regrouping. The board agreed that would be fine. Director Graham said she would facilitate this.

VII. Budget Hearing - 5:30 p.m.

A.

Budget Transfer 2024-25 Budget

Melanie Landon-Hays made a motion to approve Resolution 25-2 to move \$850,000 from Instruction Services in the Special Revenue Funds, with \$200,000 going to Support Services in the Special Revenue Funds and \$650,000 going to Support Services in the General Fund.

Peggy Clyne seconded the motion.

The team **VOTED** to approve the motion.

Roll Call

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

B. Adoption of the 2025-26 Budget

Peggy Clyne made a motion to that the Board of Directors of Polk County School District No. 13J resolve to adopt the budget for the fiscal year 2025-26 in the total amount of \$66,974,000, now on file at the District Administration Office.

Jann Jobe seconded the motion.

The team **VOTED** to approve the motion.

Roll Call

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

Melanie Landon-Hays made a motion to that the Board of Directors of Polk County School District No. 13J resolve that the amounts shown below, \$66,974,000, are hereby appropriated for the fiscal year beginning July 1, 2025, for the purposes shown below.

Susan Graham seconded the motion.

The team **VOTED** to approve the motion.

Roll Call

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

Jann Jobe made a motion to that the Board of Directors of Polk County School District No. 13J resolves to impose ad valorem property taxes upon the assessed value of all taxable property within the district for tax year 2025-26: At the permanent tax rate of

\$4.8834 per \$1,000 of assessed value for operating purposes; and, in the amount of \$3,975,051 to support the Debt Service Fund for the payment of Fiscal Year 2025-26 principal and interest on General Obligation bonds Series 2013 and 2015.

Peggy Clyne seconded the motion.

The team **VOTED** to approve the motion.

Roll Call

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

Peggy Clyne made a motion to that the Board of Directors of Polk County School District No. 13J resolves to categorize the taxes imposed for purposes of Article XI section 11B as follows: Permanent Rate Tax subject to the education limit of \$4.8834 per \$1,000 of assessed value and General Obligation Debt Service Bonds: Series 2013 and 2015, excluded from constitutional limits, in the amount of \$3,975,051 for general obligation bonds.

Jann Jobe seconded the motion.

The team **VOTED** to approve the motion.

Roll Call

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

Peggy Clyne made a motion to adopt the Department of Revenue Indexed Tax Rate Limits for Construction Excise Tax for fiscal year 2025-26 to be effective July 1, 2025.

Jann Jobe seconded the motion.

The team **VOTED** to approve the motion.

Roll Call

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

VIII. Closing Items

A. Agenda items for August Retreat

B.

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:16 PM.

Respectfully Submitted,
Byron Shinkle

Documents used during the meeting

- 6.23.25Retreat_BoardofDirectors.pdf
- 25-26 Board Meeting Calendar - Full Year Calendar.pdf
- CET Rates 2025-2026 NOT on letter head.pdf

DRAFT



Central School District 13J

Minutes

Regular Board Meeting

Date and Time

Monday July 14, 2025 at 5:45 PM

Location

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

Directors Present

Andrea Van Heeswyk, Byron Shinkle, Irene Oliveros-Vega, Steve Moser, Susan Graham

Directors Absent

Jann Jobe, Melanie Landon-Hays

Guests Present

Emily Mentzer

I. 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 Jul 14, 2025 at 6:32 PM.

C.

Flag Salute

D. Adoption of the Agenda

Superintendent Kubista reviewed the agenda, making note that summer school would be ending early on Wednesday and be cancelled on Thursday.

II. Oath of Office

A. New and re-elected board members Oath of Office

Board Secretary Emily Mentzer administered the oath of office to Byron Shinkle (re-elected), Irene Oliveros-Vega and Andrea Van Heeswyk.

III. Elect board officers

A. Elect Board Chair and Vice Chair

Susan Graham made a motion to nominated Byron Shinkle to serve as board chair.

Steve Moser seconded the motion.

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

Roll Call

Steve Moser	Aye
Jann Jobe	Absent
Irene Oliveros-Vega	Aye
Susan Graham	Aye
Melanie Landon-Hays	Absent
Andrea Van Heeswyk	Aye
Byron Shinkle	Abstain

Steve Moser made a motion to nominate Susan Graham to serve as board vice chair.

Irene Oliveros-Vega seconded the motion.

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

Roll Call

Irene Oliveros-Vega	Aye
Melanie Landon-Hays	Absent
Andrea Van Heeswyk	Aye
Jann Jobe	Absent
Susan Graham	Abstain
Steve Moser	Aye
Byron Shinkle	Aye

IV. Standing Reports

A. 2024-25 Performance Metrics Report

Executive Director of Teaching and Learning Julie Heilman and Superintendent Kubista discussed the 2024-25 performance metrics in Regular Attendance, Discipline

(Suspensions and Expulsions), K-8 Spring Universal Screener (reading and math), and 9th-grade on track (spring semester).

- Regular attendance is up slightly from last year. While CSD has not reached the performance goal of 85 percent regular attendance, the district did meet the state goal of 60 percent. The district also met the state goal for regular attendance for students experiencing disabilities. Director Graham clarified that the difference between the state goals and the district goals is: the district is held accountable fiscally for achieving state targets; while the district staff and board believe every student can succeed, recognizing the district performance metrics are aspirational.
- Discipline: Director Shinkle clarified that there were 665 incidents of expulsion or suspension, but that is the number of incidents, not the number of students experiencing expulsion or suspension. Ms. Heilman noted that discipline incidents are down from last year, but overall flat from a few years ago. She reviewed the strategies and action steps used last year to decrease suspensions and expulsions. Dr. Kubista noted that the district has 2 years of data from experience surveys (culture and climate data).
- Universal Screener data: Dr. Kubista reminded the board that this is using cohort data (the same group of students year over year).
 - **3rd-grade reading and math:** Third graders had a slight drop in reading at grade level over their second-grade year. In math, the results are overall flat year over year. Ms. Heilman said she is looking forward to seeing how the adoption of the new math curriculum will affect this data. Dr. Kubista compared our results with national averages. She noted that there is still work to do, but that we are not far off from national averages.
 - **6th-grade reading and math:** 6th-grade students did not see a drop in their reading at grade level from the 5th-grade year. In math, 6th graders are struggling to meet the grade level standards. Ms. Heilman said she is eager to see how the math curriculum will help students in math.
 - **8th-grade reading and math:** The data shows an increase over the previous year for reading, and flat in math.
- 9th-grade on track: 9th-grade on track is the metric used to ensure students are on track to graduate with their 4-year cohort. In 2024-25, there was a decrease from 2023-24.

V. Superintendent's Report

A. Policy Update - 1st Reading

Dr. Kubista updated the board on Federal Funding.

She also presented policy JEBA for first reading, noting that the policy had been adjusted to reflect the feedback from community and staff. The policy will move to the August agenda for adoption by the board.

B. Personal Electronic Device Policy Overview

Dr. Kubista reviewed the Executive Order No. 25-09, banning use of personal electronic devices during school hours. The policy must be adopted by school boards by Oct. 31, 2025, and implemented in full by Jan. 1, 2026.

She shared the district's next steps in developing CSD's policy to fulfill the requirements of this executive order:

- 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 this policy (This may happen frequently throughout the year, as this is a living document)
- October: Adopt policy as revised, with implementation Jan. 1, 2026

VI. Consent Agenda

A. Approval of Minutes

Susan Graham made a motion to approve the consent agenda as presented.

Steve Moser seconded the motion.

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

Roll Call

Byron Shinkle	Abstain
Susan Graham	Aye
Irene Oliveros-Vega	Aye
Melanie Landon-Hays	Absent
Steve Moser	Aye
Andrea Van Heeswyk	Aye
Jann Jobe	Absent

B. Personnel Recommendations

VII. Business Agenda

A. 2025-26 Board Calendar

Steve Moser made a motion to approve the 2025-26 Board Calendar.

Susan Graham seconded the motion.

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

Roll Call

Melanie Landon-Hays	Absent
Jann Jobe	Absent

Roll Call

Irene Oliveros-Vega	Aye
Andrea Van Heeswyk	Aye
Susan Graham	Aye
Byron Shinkle	Abstain
Steve Moser	Aye

B. Professional Services Representatives

Steve Moser made a motion to adopt the Operating Resolution Selecting Auditors, Insurance Carriers, Insurance Broker, and Attorneys, as presented.

Andrea Van Heeswyk seconded the motion.

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

Roll Call

Byron Shinkle	Abstain
Irene Oliveros-Vega	Aye
Andrea Van Heeswyk	Aye
Susan Graham	Aye
Melanie Landon-Hays	Absent
Steve Moser	Aye
Jann Jobe	Absent

C. Appointing Legally Elected and Qualified Officers as Authorized Signatories

Irene Oliveros-Vega made a motion to adopt the Operating Resolution Authorizing Positions as presented.

Susan Graham seconded the motion.

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

Roll Call

Steve Moser	Aye
Susan Graham	Aye
Jann Jobe	Absent
Andrea Van Heeswyk	Aye
Byron Shinkle	Abstain
Irene Oliveros-Vega	Aye
Melanie Landon-Hays	Absent

D. Designation of Financial Institutions

Steve Moser made a motion to approve the resolution designating Central School District 13J financial institutions as presented.

Andrea Van Heeswyk seconded the motion.

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

Roll Call

Irene Oliveros-Vega	Aye
Susan Graham	Aye

Roll Call

Byron Shinkle	Abstain
Jann Jobe	Absent
Melanie Landon-Hays	Absent
Steve Moser	Aye
Andrea Van Heeswyk	Aye

E. Fidelity Insurance Coverage -- Annual Review

Director of Finance and Operations Cec Koontz reviewed the current Fidelity Insurance Coverage. The board could move to increase the Crime Policy coverage.

Director Graham asked if data suggested that these types of crimes are on the rise.

Ms. Koontz said no, and noted that the district's internal controls would catch most of these things. Dr. Kubista noted that this kind of fraud issue has not happened during her tenure.

The board did not move to increase coverage.

VIII. Closing Items

A. Board Comments

Board Chair Shinkle welcomed the new board members.

Vice Chair Graham noted that she loves the design of the new scorecard, describing the district's strategic goals, vision statement, data metrics, and what families can do.

Director Oliveros-Vega asked if it was in Spanish. Dr. Kubista noted that we will get it translated -- and it's still new.

Director Oliveros-Vega said it should be shared with families at the beginning of the year.

Director Moser noted that we missed a photo opportunity with Director's Oliveros-Vega's family.

B. Items for action at future meetings

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:05 PM.

Respectfully Submitted,
Byron Shinkle

Documents used during the meeting

- Oath of Office A. Van Heeswyk.pdf
- Oath of Office I. Oliveros-Vega.pdf
- Oath of Office B. Shinkle.pdf

- July2025_PerformanceMetrics.pdf
- JEBA G1.docx.pdf
- Personal Electronic Device Policy Overview ODE July 2025.pdf
- 2025_06_09_board_meeting_minutes.pdf
- _Board Reports 2025.xlsx - July 25.pdf
- 25-26 Board Meeting Calendar - Full Year Calendar (1).pdf
- Annual Board Resolution_Prof Services 2025-26.pdf
- Annual Board Resolution_Authorizing Positions 2025-26.pdf
- Annual Board Resolution_Designating Financial Institutions 2025-26.pdf

Coversheet

Personnel Recommendations

Section: VI. Consent Agenda
Item: B. Personnel Recommendations
Purpose:
Submitted by:
Related Material: _Board Reports 2025.xlsx - August 25.pdf

August Board Report				
7/24/2025				

Resignation				
Last Name	First Name	Position	Location	Effective Date

Leave of Absence				
Last Name	First Name	Position	Location	Effective Date

Retirement				
Last Name	First Name	Position	Location	Effective Date

Hired				
Last Name	First Name	Position	Location	Effective Date
Mercier	Amanda	School Psychologist	DO	07/21/2025
Netcher	Kyle	Special Education Program Assistant	DO	07/11/2025
Cannon	Ariel	SPED Behavior Classroom	ACES	07/08/2025

Coversheet

Policy Adoption (2nd reading)

Section:	VI. Consent Agenda
Item:	C. Policy Adoption (2nd 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

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

Superintendent Contract

Section:	VII. Business Agenda
Item:	A. Superintendent Contract
Purpose:	
Submitted by:	
Related Material:	Superintendent Contract 2023-26 BOARD REVIEW COPY.pdf

EMPLOYMENT AGREEMENT BETWEEN

JENNIFER R KUBISTA

AND

CENTRAL SCHOOL DISTRICT 13J

POLK COUNTY, OREGON

OAR 581-018-0430 to 581-018-0442

THIS AGREEMENT made and entered into this 1st day of July 2025 between Polk County School District 13J, known as Central School District 13J, by and through its Board of Directors, hereinafter referred to as DISTRICT, and Jennifer R Kubista, hereinafter referred to as SUPERINTENDENT. The DISTRICT and the SUPERINTENDENT are collectively hereinafter referred to as the PARTIES. This contract shall replace any and all pre-existing agreements between the parties.

WITNESSETH:

WHEREAS, the SUPERINTENDENT is desirous of serving as the chief executive officer of the DISTRICT and performing all duties required by that office; and

WHEREAS, the DISTRICT is desirous of securing a SUPERINTENDENT of Schools to supervise and direct the schools and educational program of the DISTRICT under the general supervision of the DISTRICT's School Board; and

WHEREAS, the DISTRICT and SUPERINTENDENT believe a written employment agreement is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational program of the schools;

NOW THEREFORE, in consideration of the mutual promises contained herein, the DISTRICT hereby employs the SUPERINTENDENT as Superintendent of Schools in and for said DISTRICT and the SUPERINTENDENT hereby accepts such employment upon the terms and conditions following:

1. **TERM.** The DISTRICT hereby employs the SUPERINTENDENT for a period of three (3) years beginning on the 1st day of July 2025 and terminating on the 30th day of June 2028, subject to the DISTRICT's right of termination during the term or SUPERINTENDENT's voluntary resignation or retirement, as provided in this Agreement. This contract provides written notice, as required by ORS 342.513, that the contract will expire on June 30, 2028 unless this Agreement is extended by mutual

agreement pursuant to the provisions contained therein. This contract may extended by the mutual agreement of the parties on or before June 30 of any year of the agreement but in no case may be extended such that the contract is greater than three years in duration. For such an extension to be valid, it must be acted upon by the Board and reduced to writing and signed by the parties.

2. **SALARY.**

- A. The SUPERINTENDENT shall be paid at an annual rate of \$182,988 for the 2025- 2026 contract year. Annual salary for subsequent years shall be increased by the same percentage as is applied for the DISTRICT's administrative employees. The "Terms and Conditions of Employment for Administrators 2025-2026" is hereby attached as Exhibit 'A' and incorporated by reference.
- B. The PARTIES agree that, upon recommendation by either the DISTRICT, through its Board of Directors, or the SUPERINTENDENT, the SUPERINTENDENT may waive or reduce the scheduled salary increases set forth in 2.A above, if deemed necessary given the economic conditions impacting the DISTRICT. If an agreement is reached to forego the scheduled increase, the parties agree that the SUPERINTENDENT'S salary shall remain the same and shall not increase by more than three percent the following year. The SUPERINTENDENT's contract shall in no event be lower than the annual salary rate for the immediately preceding year unless (a) negotiated as part of the extension of this contract or unless (b) as the consequence of an across-the- Board reduction in work days for all employees in the DISTRICT, in which case the SUPERINTENDENT's salary shall be reduced by the number of eliminated work days times the SUPERINTENDENT's daily rate. Adjustments in salary made during the life of this employment contract shall be in the form of a Resolution of the Board and a written acceptance thereof by SUPERINTENDENT filed in the official records of the DISTRICT.
- C. The DISTRICT shall pay the SUPERINTENDENT's Public Employee Retirement Systems (PERS) contribution at an amount not to exceed 6% of their annual salary from pre-tax dollars, in accordance with DISTRICT practice for all other employees.
- D. The SUPERINTENDENT's annual salary shall be paid in twelve (12) equal payments on the DISTRICT's regular payroll dates.

3. **SUPERINTENDENT AND BOARD RESPONSIBILITY.** The SUPERINTENDENT shall be the chief executive officer of the DISTRICT. As such, the SUPERINTENDENT shall have the primary responsibility for execution of Board policy, whereas the Board shall retain the primary responsibility for formulating and adopting that policy.
4. **DUTIES.** As chief executive officer of the DISTRICT, the SUPERINTENDENT shall perform the duties of district SUPERINTENDENT as prescribed by the laws of the State of Oregon. Oregon Administrative Rules and Board policy. In addition, the SUPERINTENDENT shall have the powers and duties set forth in the position description of SUPERINTENDENT.

The SUPERINTENDENT shall devote full time, skill, labor and attention to the operation of the DISTRICT. The SUPERINTENDENT shall, within Board policy and subject to Board approval, have responsibility to organize, reorganize and arrange the administrative staff, including instruction and business affairs, which in their judgment best serves the DISTRICT. The SUPERINTENDENT shall, subject to Board approval, have the responsibility for all personnel matters, including selection, assignment, transfer, termination of classified, non-licensed administrative, confidential and supervisory personnel and recommendation for non-extension, renewal, non-renewal and termination of licensed personnel.

The SUPERINTENDENT shall:

- A. periodically evaluate all DISTRICT employees as provided for by Oregon law and Board policy;
- B. establish and maintain an appropriate community relations program;
- C. endeavor to maintain and improve their professional competence by all available means, including subscribing to and reading appropriate periodicals, joining appropriate professional associations, and participating in activities of such associations within the resources of the SUPERINTENDENT's office budget; have authority to accept the resignation of any licensed staff member and to waive, on behalf of the Board, the 60 day notice provision of ORS 342.553.
- D. be required to:
 - 1) present their recommendation to the Board on subjects under consideration by the Board prior to action taken on the subject by the Board;
 - 2) attend each meeting of the board, unless excused by the Board; and
 - 3) serve as an ex officio member of each committee established by the Board.
5. **PROFESSIONAL GROWTH OF SUPERINTENDENT.** The DISTRICT encourages the continuing professional growth of the SUPERINTENDENT through participation, as

they might decide in light of the duties of the SUPERINTENDENT, in:

- A. the operations, program and other activities conducted or sponsored by local, state and national school administrator and school board associations;
- B. seminars and courses offered by public or private educational institutions; and
- C. informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the SUPERINTENDENT to perform their professional responsibilities for the DISTRICT.

In its encouragement, the DISTRICT shall permit a reasonable amount of release time for the SUPERINTENDENT as they deem appropriate to attend to such matters and the DISTRICT shall pay for the necessary membership, tuition, travel and subsistence expenses. Such professional growth expenses shall be limited to the amounts budgeted for that purpose in the SUPERINTENDENT'S budget and shall be subject to pre-approval by the Board. The Board shall be notified in advance of any national travel planned. The SUPERINTENDENT shall report to the Board on their activities upon return to the DISTRICT.

6. **SUPERINTENDENT'S LICENSE.** The SUPERINTENDENT shall maintain throughout the life of this Agreement a valid and appropriate license to act as SUPERINTENDENT of Schools, as required by the State of Oregon. Should the SUPERINTENDENT fail to maintain such a license in good standing, the DISTRICT may seek any appropriate remedy under this agreement, including termination of this agreement without recourse.
7. **EVALUATION.** The Board and SUPERINTENDENT shall meet annually to establish DISTRICT goals and objectives for the ensuing school year. These goals and objectives shall be reduced to writing and shall be among the criteria by which the SUPERINTENDENT is evaluated as thereafter provided. The Board shall, prior to May 15 of each year, conduct an evaluation of the SUPERINTENDENT's performance according to the criteria developed by the Board and in cooperation with the SUPERINTENDENT. Such criteria shall be adopted by the Board at meetings open to the public. Such evaluation shall be, upon its conclusion, summarized in writing and reviewed in executive session by the Board with the SUPERINTENDENT.
8. **PROFESSIONAL ACTIVITIES.** With prior approval of the Board, the SUPERINTENDENT may undertake consultative work, speaking engagements, writing and other professional activities for honoraria and expenses, provided such activities do not interfere with the SUPERINTENDENT'S normal duties and are in compliance with Oregon Ethics Laws for public employees.
9. **WORK YEAR/VACATION.** The SUPERINTENDENT shall be required to render 12 months of

full and regular service to the DISTRICT during each annual period covered by this Agreement, except that they shall be entitled to 21 days of vacation in addition to the holidays set forth in the " Terms and Conditions of Employment for Administrators 2025-2026" Any time off taken during winter, spring or summer break periods, except for the above listed holidays, must be counted among the 21 days of vacation. Only 10 of these vacation days may carry over into subsequent years, with a maximum total accrual of 30 days. In the event of termination or expiration of this Agreement, the SUPERINTENDENT shall be compensated for up to 30 unused accrued vacation days at the salary rate effective at the time of the termination or expiration of this Agreement.

- A. **Unused Vacation Day Buy-Back:** The SUPERINTENDENT shall have the option of exchanging up to ten (10) days of unused vacation per contract year at the SUPERINTENDENT's daily rate by providing notice of such election to the DISTRICT business office on or before June 10.

10. FRINGE BENEFITS. The SUPERINTENDENT shall be entitled to participate in the following fringe benefits:

- A. **Professional and Civic Dues:** Recognizing that the SUPERINTENDENT's ability to learn from their professional peers is beneficial to the DISTRICT, the DISTRICT shall pay the professional dues in full for their membership in the Coalition of Oregon School Administrators (COSA), the American Association of School Administrators (AASA), and Oregon ASCD/NS Teaching Learning and Leading. Recognizing that the SUPERINTENDENT's regular involvement in the local community promotes the interests of the DISTRICT, the DISTRICT shall pay the full dues of a local civic organization (examples of such civic organizations include Rotary, Kiwanis) of their choosing in the Monmouth/Independence area, subject to Board approval.
- B. **Transportation:** The DISTRICT shall provide a monthly stipend to the SUPERINTENDENT in the sum of \$400 as reimbursement for the SUPERINTENDENT's use of their own personal vehicle for intra-DISTRICT transportation. The SUPERINTENDENT shall maintain an insurance policy for their personal vehicle with at least a \$100,000 liability limit and shall list the DISTRICT as an additional insured on that policy. If the SUPERINTENDENT's insurer will not list the DISTRICT as an additional insured, the SUPERINTENDENT will secure insurance for their personal vehicle that includes the above identified minimum liability limit and that specifically includes no exclusions for business use of their personal vehicle. The DISTRICT shall reimburse the SUPERINTENDENT actual mileage at the rate generally provided by the DISTRICT for its employees for use of their automobile by the SUPERINTENDENT on DISTRICT business outside the DISTRICT boundaries.

- C. **Communication:** In lieu of issuing the SUPERINTENDENT a DISTRICT-owned mobile device for DISTRICT related communication, the DISTRICT shall provide a monthly stipend to the SUPERINTENDENT in the sum of \$125 as reimbursement for the SUPERINTENDENT's use of their own personal mobile device for the conducting of DISTRICT-related communication. The SUPERINTENDENT shall maintain a data plan that allows them to access their DISTRICT email account on their personal mobile device, and shall ensure that the Board and all relevant DISTRICT administrators have their current cellular phone number so long as they are receiving this stipend.
- D. **Insurance:** The DISTRICT shall, during the term of this Agreement, pay the same premium for full-family coverage for medical, dental, vision, life and long-term disability as it provides to other District Administrators as enumerated in Exhibit 'A.' The SUPERINTENDENT shall participate in the same insurance pool as is set forth for all District Administrators.
- E. **Leaves:** All leaves for the SUPERINTENDENT for the purpose of illness (commonly referred to as "sick leave"), education leave, personal leave, bereavement leave, family illness, industrial accident/worker's compensation, and mandatory court appearances or jury duty shall be the same as provided in Exhibit 'A.' The procedures that apply to the SUPERINTENDENT's use of such forms of leave are also the same as provided in Exhibit 'A.'
- F. **Sick Leave:** In accordance with ORS 332.507 (b)(4), upon beginning their contract with the DISTRICT the SUPERINTENDENT shall be allowed to transfer in up to seventy-five (75) days of unused sick leave accumulated in another Oregon school DISTRICT. This transfer shall not be effective until the SUPERINTENDENT has completed thirty working days in the DISTRICT.
- G. **Residency:** In consideration of the value of community involvement, Superintendent shall make a reasonable effort to reside within the District boundaries with the expectation that Superintendent will demonstrate sufficient engagement in community activities and organizations.
- H. **Tax Sheltered Annuity (TSA) 403(b) Contribution:** The DISTRICT will contribute 6% of the SUPERINTENDENT's annual salary to a DISTRICT-Approved Section 403(b) account of the SUPERINTENDENT's choosing.
- I. **Additional Benefits and Contributions:** The DISTRICT will make additional contributions to plans, such as 457 Deferred Compensation and Health Savings Accounts as set forth in Exhibit 'A,' based on budgeted benefit dollars available.
- J. **Retention Pay:** The Board recognizes the value of continuity at the SUPERINTENDENT

level, and, in an effort to promote stability in the DISTRICT, the SUPERINTENDENT shall be paid the lump sum of \$10,000 in the June payroll for each year that they have completed employment with the DISTRICT.

11. **EXPENSES.** The DISTRICT shall reimburse the SUPERINTENDENT according to DISTRICT policy for incidental expenses necessary for the operation of the DISTRICT.

12. **TERMINATION OF EMPLOYMENT CONTRACT.**

- A. **Termination by Mutual Agreement:** This contract may be terminated at any time upon the mutual agreement of the parties Termination by mutual agreement must be in writing and signed by the Parties.
- B. **Termination With Cause:** The District may terminate this employment agreement for cause which means such conduct that is seriously prejudicial to and which substantially affects the fundamental mission of the District. For cause termination may include, but not limited to the following:
 - Conduct constituting grounds for dismissal of licensed public school staff under ORS 342.865 (1).
 - Breach of the terms and conditions of this contract.
 - Failure to maintain in good standing a valid and appropriate license to act as Superintendent of Schools as required by the State of Oregon.
 - Superintendent engages in conduct, even if not in connection with the performance of her duties hereunder, which would result in serious prejudice to the interests of the District if she were retained as an employee.

Notice of termination for cause shall be given in writing at least thirty (30) days prior to the effective date of discharge or termination. Such notice shall include the reasons for recommending termination with sufficient particularity as to afford the Superintendent a reasonable opportunity to respond. The Superintendent shall be entitled to a due process hearing before the Board to discuss the reasons and refute, orally or in writing, such reasons. Such meeting may be conducted in executive session unless the Superintendent requests an open session. The Superintendent shall be provided with the written decision regarding the results of the meeting.

- C. **Termination Without Cause:** This contract may be terminated by the District without any showing of cause, upon 30 days written notice, and the district's certification of willingness to continue superintendent's salary and benefits for 12 months. The Superintendent shall work during that period of time at the discretion of the Board. If requested by the SUPERINTENDENT, the Board shall review the termination with them, which review, unless otherwise required by law, shall be in Executive Session.
- D. **Termination at the request of the SUPERINTENDENT.** In the event the SUPERINTENDENT intends to act to terminate this employment Agreement prior to its termination day, they will notify the Board immediately when they intend to seek other

employment and shall give the DISTRICT no less than ninety (90) days written notice in advance of taking another position. It is agreed that such request be accepted by the DISTRICT. The SUPERINTENDENT will be paid for days actually worked and holidays that occur prior to Agreement termination.

- E. **Termination by Disability.** Should the SUPERINTENDENT be unable to perform their duties as SUPERINTENDENT for 90 work days because of illness, accident or other causes, the DISTRICT may, at its option, terminate this employment contract, whereupon the respective duties, rights and obligations of both parties shall terminate.

13. **PROFESSIONAL LIABILITY.** The DISTRICT shall hold harmless and indemnify the SUPERINTENDENT from any and all demands, claims suits, and legal proceedings brought against the SUPERINTENDENT in their individual capacity or in their official capacity as agent and employee of the DISTRICT, provided the incident arose while the SUPERINTENDENT was acting within the scope of employment. In no case will individual Board members be considered personally liable for indemnifying the SUPERINTENDENT against such demands, claims, suits, actions and legal proceedings.

If a conflict exists regarding legal defenses to a third-party claim against the SUPERINTENDENT and DISTRICT (i.e. pressing the defense of one party would tend to injure the other party), the SUPERINTENDENT may engage separate counsel of their choosing and the DISTRICT shall indemnify the SUPERINTENDENT for the costs of such counsel. The PARTIES agree that a conflict for this provision would include any circumstance where the Oregon Rules of Professional Conduct for Attorneys would prohibit the same attorney from representing the interests of the DISTRICT and the interests of the SUPERINTENDENT.

The DISTRICT shall not, however, be required to pay the costs of any legal proceeding in the event the DISTRICT and the SUPERINTENDENT have adverse interests in any litigation.

14. **APPLICABLE LAW.** This Agreement is subject to all applicable laws of the State of Oregon. The venue for any dispute that arises under this agreement shall be any court of competent subject matter jurisdiction located in Polk County, Oregon. Both PARTIES agree to submit to the personal jurisdiction of any such court.

15. **SEPARABILITY.** If, during the term of this contract, it is found that a specific clause of the contract is illegal under federal or state law, the remainder of the contract not affected by such a ruling shall remain in force.

16. NOTICES. Any notices that are required under the terms of this Agreement shall be by first class mail or hand delivered to both parties at the following addresses:

750 S Fifth Street, Independence OR 97351

DISTRICT

SUPERINTENDENT

Dated: _____

Dated: _____

By: _____
School Board Chair

By: _____
Superintendent