



Central School District 13J

Regular Board Meeting

Published on July 2, 2026 at 3:29 PM PDT
Amended on July 13, 2026 at 3:47 PM PDT

Date and Time

Monday July 13, 2026 at 6:30 PM PDT

Location

Henry Hill Education Support Center
Hawk Hall
750 S. 5th St.
Independence, OR
97351

Agenda

	Presenter	Time
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- | | | |
|------------|-------------------------------------|----------------|
| 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. Board Elections

The Board will elect a board chair and board vice chair for the 2026-27 school year.

IV. Standing Reports

6:41 PM

A. Data report: Attendance, Discipline

10 m

V. Superintendent's Report

6:51 PM

A. Superintendent Updates

5 m

B. Policy for 2nd Reading

JFCEB Student Personal Electronic Devices. The board will hold a 3rd reading for this policy in August.

VI. Board Report

The next regular board meeting will be August 3 at 6:30 p.m.

The board August work session will be from 2-5 p.m. on August 24.

VII. Consent Agenda

6:56 PM

The consent agenda is meant for items of a routine nature to pass as a whole without discussion. Should any board member wish to discuss any item on the consent agenda,

Presenter

Time

they may remove an item without a vote or motion. That item then may be discussed separately, and moved to the business agenda where appropriate.

A. Approval of Minutes 5 m

B. Personnel Report 5 m

C. Finance report 5 m

Attached is the unaudited Appropriations Report for the year ended June 30. All categories are within appropriated amounts. There will be adjustments to balances throughout the reconciliation and audit process, but it is unlikely anything will cause excess expenditure. The Finance Department is busy closing the fiscal year, reconciling accounts, opening new purchase orders, and preparing for the auditors. There is also an upgrade to our finance system (hosted by the Willamette ESD) coming and both Finance & Payroll do a lot of testing to make sure that transition is smooth. Once the building principals and office managers/bookkeepers return the first of August, attention turns to supporting them in preparing for their year.

D. Superintendent Evaluation Summary

VIII. Business Agenda

IX. Recess into Executive Session 7:11 PM

A. Executive Session - Closed to the public 20 m

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 with persons designated to carry on labor negotiations. (ORS 192.660(2)(d))

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

X. Closing Items 7:31 PM

A. Board Comments 5 m

B. Items for Action at Future Meetings 5 m

Presenter

Time

August work session:

Review accountability

Discuss topics for board meetings and work sessions for the 2026-27 school year.

C. Adjourn Meeting

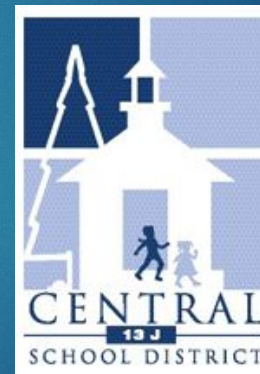
Coversheet

Data report: Attendance, Discipline

Section:	IV. Standing Reports
Item:	A. Data report: Attendance, Discipline
Purpose:	
Submitted by:	
Related Material:	Attendance, Discipline - July 2026 Meeting.pdf

CSD13J

CSD13J Board Meeting July 2026



July 13, 2026 School Board Meeting Long-Term Performance Metrics Report

CSD13J Mission

Building an inclusive culture of belonging and learning for the success of the whole child, whole educator, and whole community.

CSD13J Strategic Plan Scorecard

GOAL	VISION			
	Student Growth and Achievement	Family Involvement	Community Partnership	Staff Leadership and Continuous Improvement
HOW WE MEASURE	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
STRATEGIES	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 - 2025-26 SY

- ▶ **Regular Attendance**
 - ▶ September - June
- ▶ **Discipline (Suspensions & Expulsions)**
 - ▶ September - June

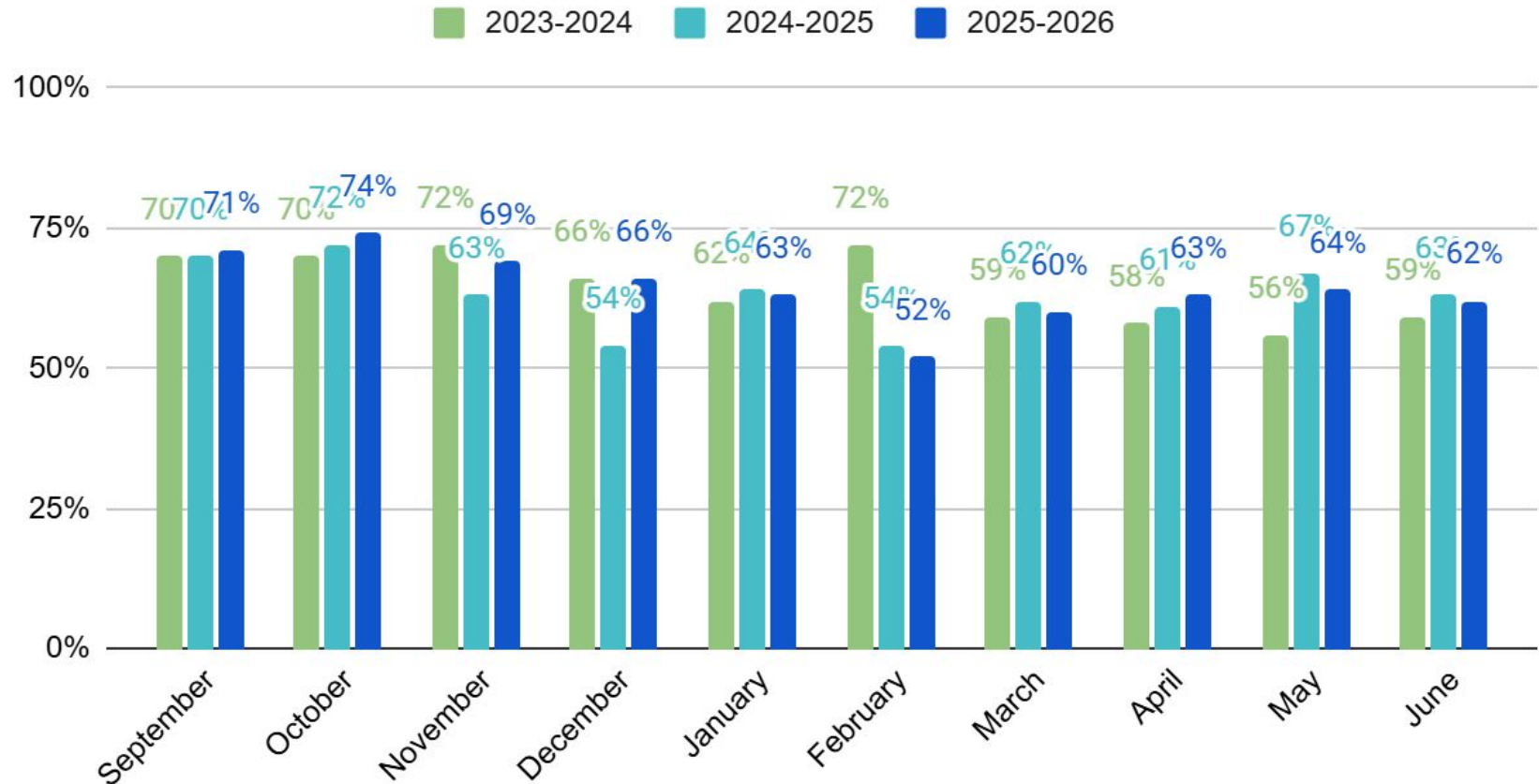
Attendance 2025-26 SY Data

District Performance Goal

Performance goals:

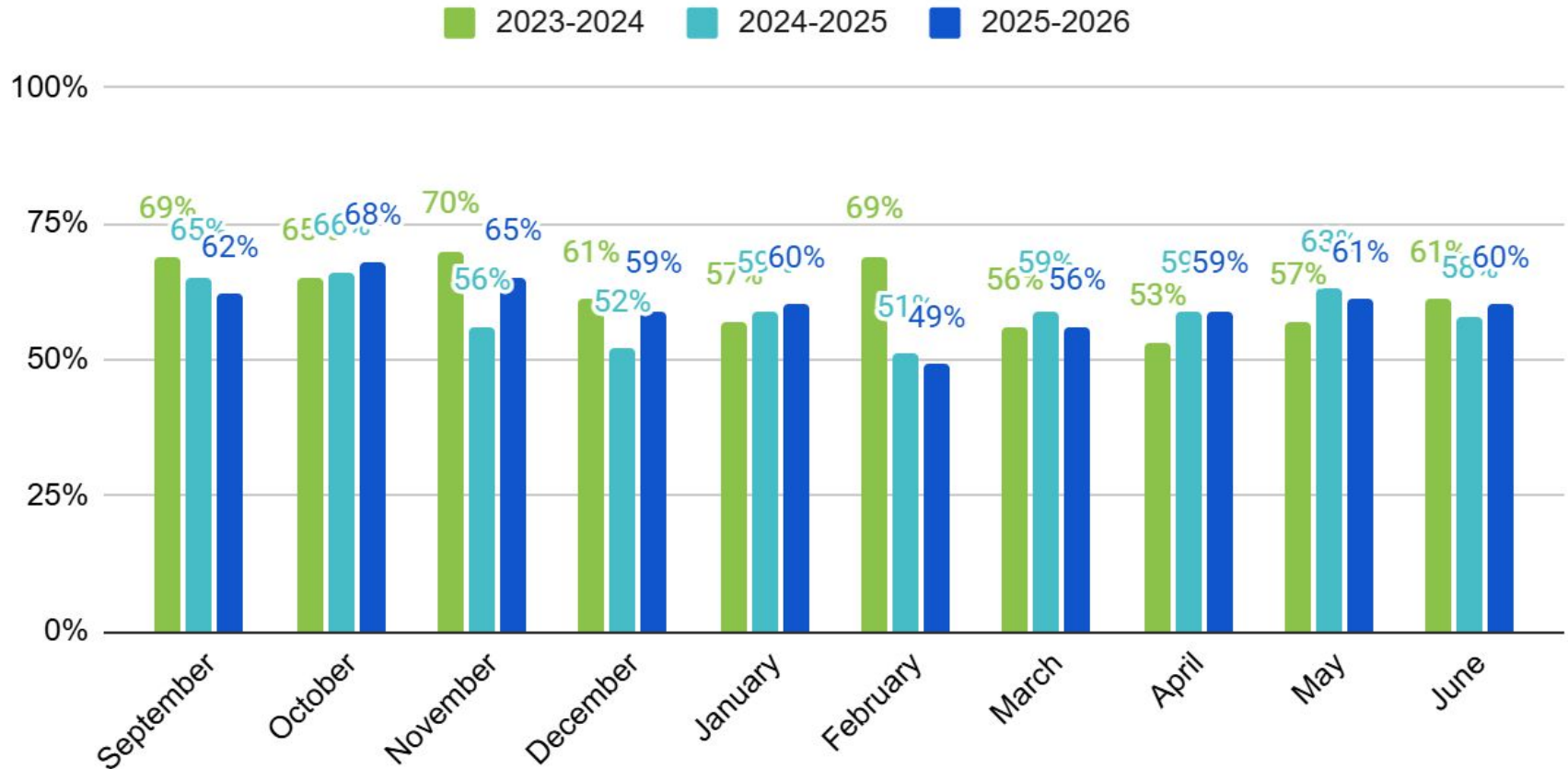
- ▶ We will increase student regular attenders to 85 percent or more for all students, K-12, by 2027.
- ▶ Focal Group: Students Experiencing Disabilities will attend school regularly 80 percent or more of the time.
- ▶ Focal Group: Students Economically disadvantaged will attend school regularly 80 percent or more of the time.

TOTAL DISTRICT Percentage Who Attended Regularly



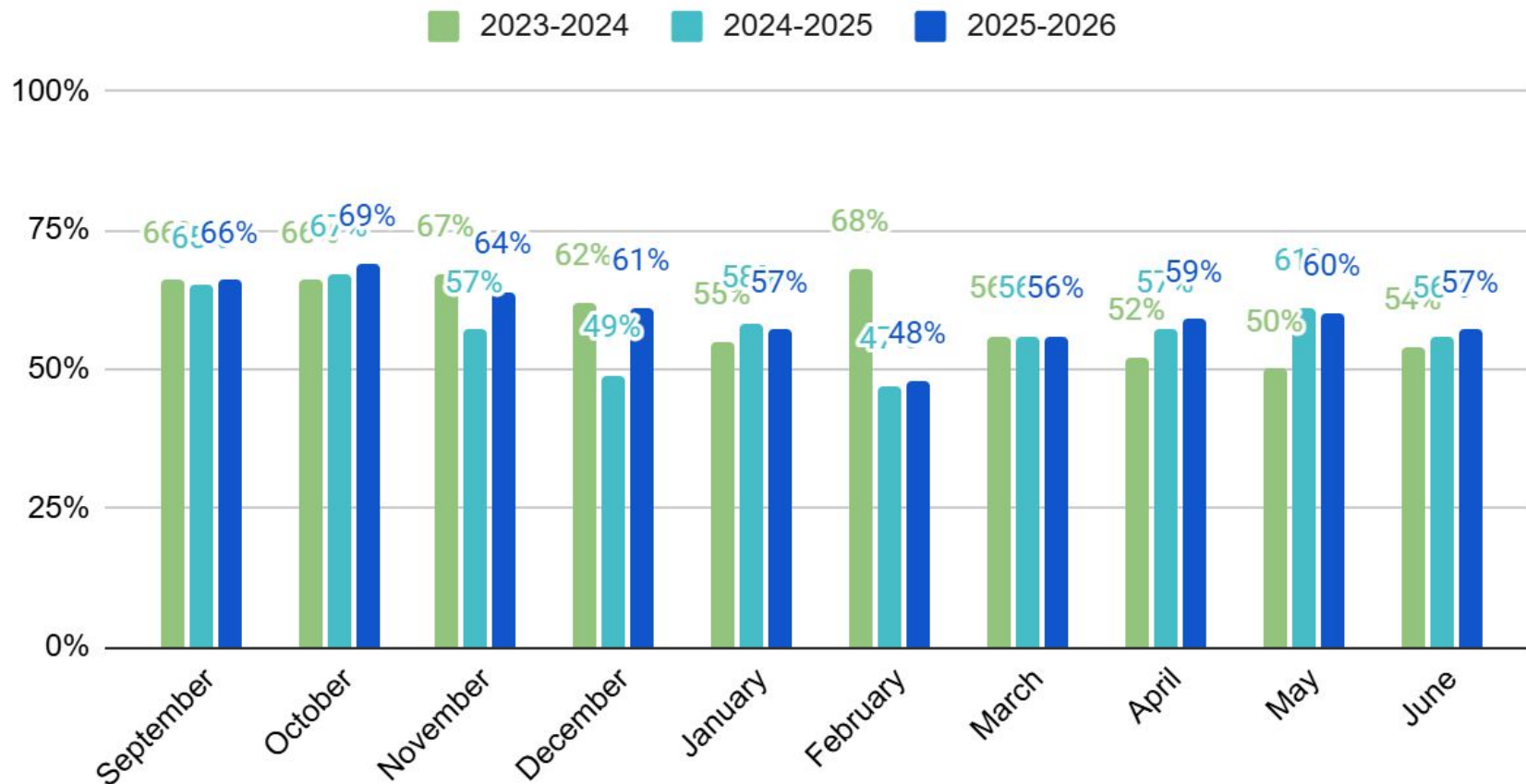
STUDENTS WITH DISABILITIES

Percentage Who Attended Regularly



ECONOMICALLY DISADVANTAGED STUDENTS

Percentage Who Attended Regularly



25-26 Strategies/Action Steps

- ▶ Continue to develop/establish welcoming environments for students, staff and families
 - ▶ Assemblies recognizing students
 - ▶ Staff greeting students at the door
 - ▶ Consistent communication with families
- ▶ Strong classroom engagement
 - ▶ Hands-on learning
 - ▶ Making learning relevant
 - ▶ Student voice and choice
 - ▶ Group work
- ▶ Recognition of students with strong regular attendance as well as students who improve their regular attendance
- ▶ Communication to families and the community on the importance of regular attendance in school to support student academic and social growth and achievement.
 - ▶ Phone calls to check in on students (teachers and buildings)
 - ▶ Home visits to encourage students to be at school the next day!
 - ▶ Attendance tracking tools for families to track attendance each week/each month
 - ▶ Weekly attendance postcards to families (October 2025)

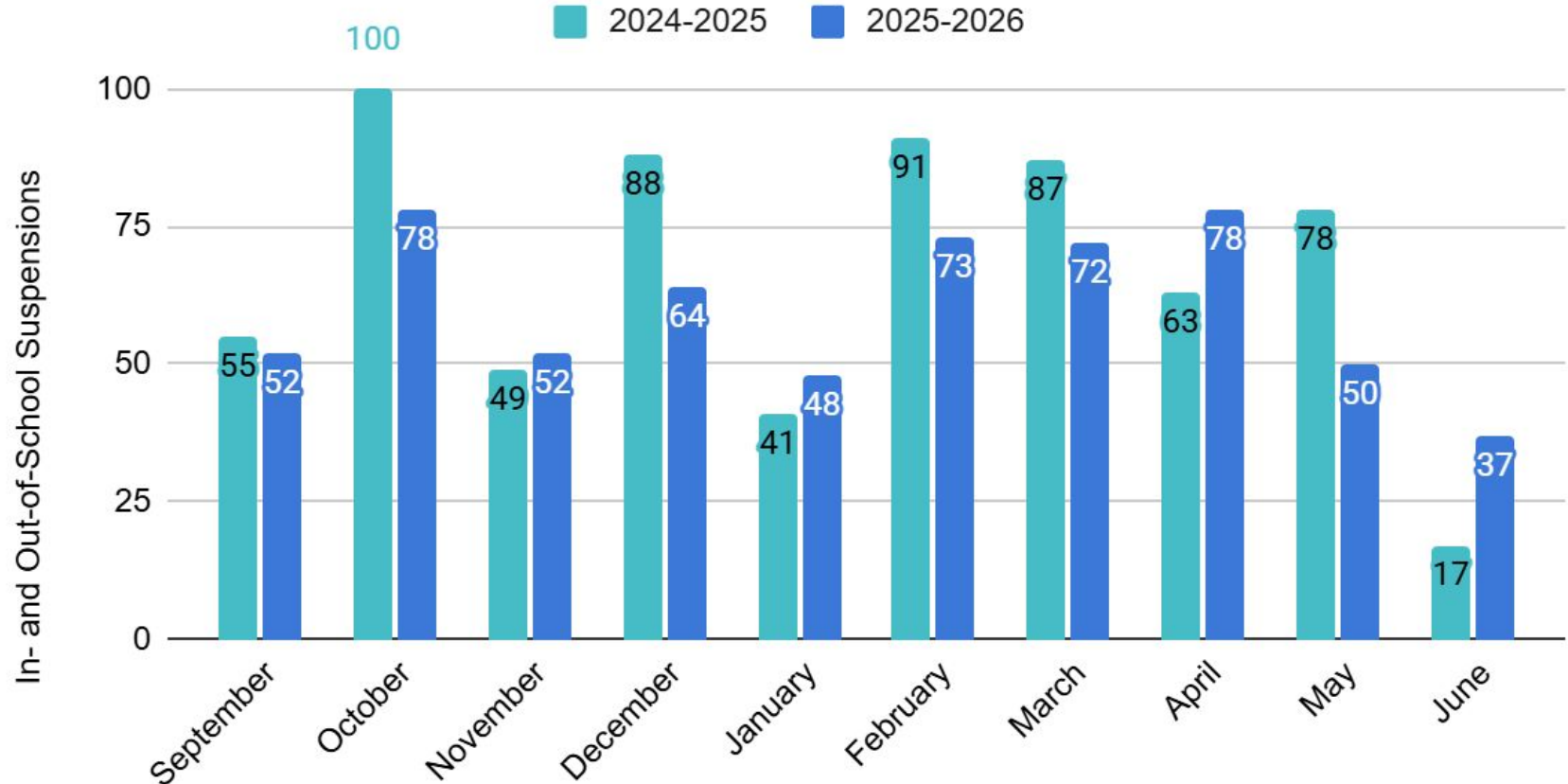
Discipline 2025-26 SY Data

Discipline

Long-Term Performance Metric

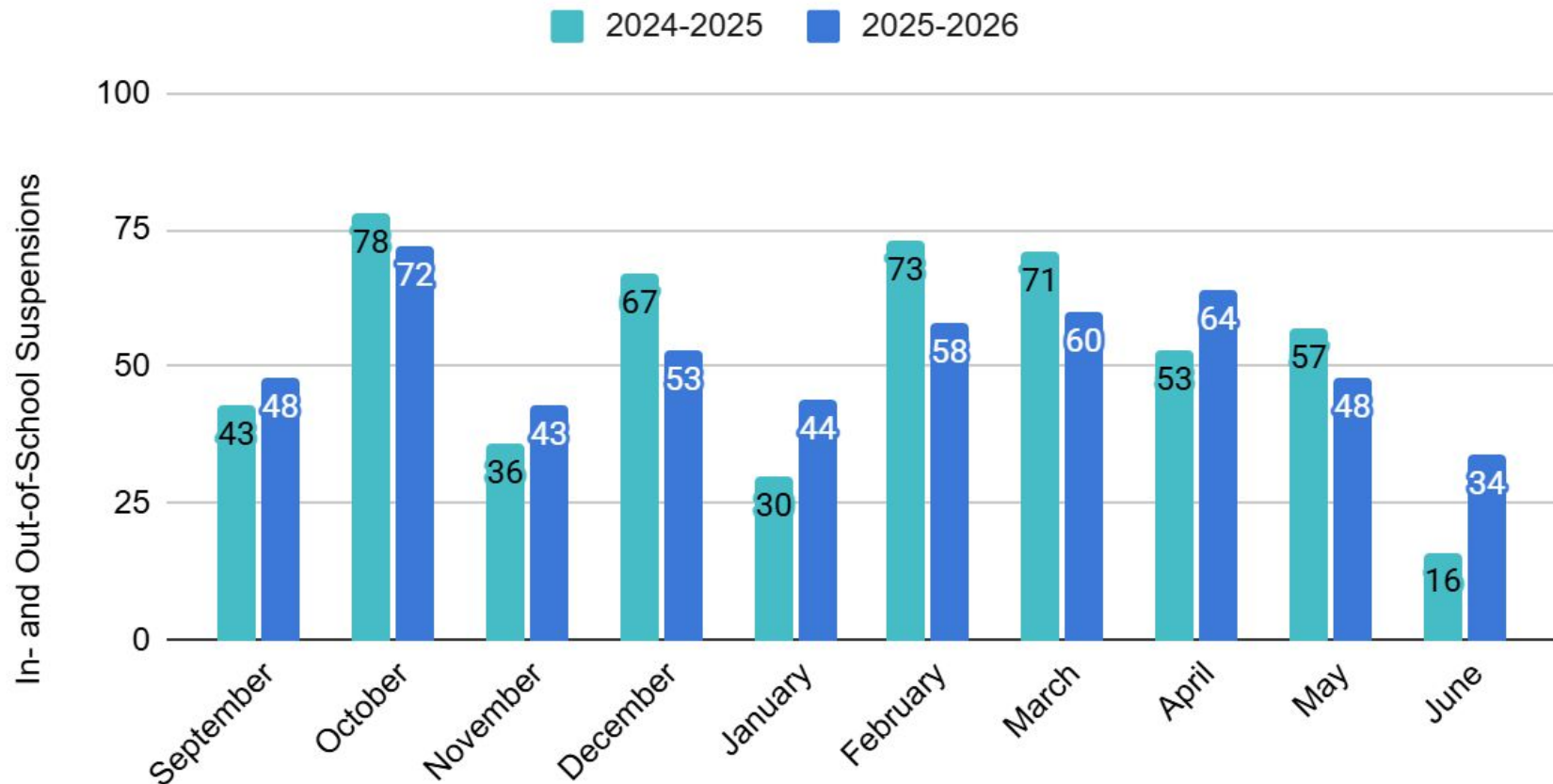
- ▶ By 2027, we will decrease suspensions for all students by 25 percent or more compared to the 2021-22 school year.
- ▶ We will decrease suspensions for our male students by 25 percent or more compared to the 2021-22 school year.

TOTAL DISTRICT In- and Out-of-School Suspensions



DISTRICT MALE STUDENTS

In- and Out-of-School Suspensions



25-26 Strategies/Action Steps

- ▶ **Positive Behavior Interventions and Supports (PBIS)**
 - ▶ Pre- and Re-teaching of expectations at schools
 - ▶ What should behavior look like in class, during lunch, on the bus, etc.
- ▶ **Two-Way Communication with caregivers**
 - ▶ Input from student, caregiver, and staff
 - ▶ Phone calls to check in on students (teachers and buildings)
- ▶ **Social Emotional Learning Groups**
 - ▶ Behavior support staff and School-based Mental Health Assoc.
- ▶ **K-8 Character Strong Curriculum**
 - ▶ Lessons for K-8 students focused on character traits
 - ▶ Communication with families via ParentSquare of the character traits
- ▶ **Behavior Safety Assessments (Threat-SIRC-Fire)**
- ▶ **Two years of Studer student, staff, caregiver experience survey data**

QUESTIONS

Coversheet

Policy for 2nd Reading

Section:	V. Superintendent's Report
Item:	B. Policy for 2nd Reading
Purpose:	
Submitted by:	
Related Material:	JFCEB D1.pdf

Central School District 13J

Code: JFCEB

Adopted: 9/12/22

Revised/Readopted: 10/20/25

Student Personal Electronic Devices**

Student use of a personal electronic device is prohibited from the start of the first bell of the school day until the last bell of the school day, except as provided below.

Except as otherwise provided in this policy, “personal electronic device” means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school’s network infrastructure¹. This includes headphones and earbuds attached to personal electronic devices. This does not include a pre-approved or district supplied laptop computer or other device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:

1. The student’s medical provider’s order for the care and treatment of a medical condition;²
2. The student’s individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);³
3. A written exemption provided for the student based on a request received in JFCEB-AR. School administration will respond to such a request within thirty (30) school days.⁴
4. As listed in staff policy and staff handbooks.

Personal electronic devices may be kept by students in lockers or backpacks, ~~or on the student’s person,~~ ~~but~~ and may not be used during the regular school day (i.e in school bathrooms, classrooms, hallways, cafeteria, library, etc.).

Students in violation of this policy will be subject to disciplinary action. Discipline for ~~mere possession or~~ use of a personal electronic device may not include loss of instructional time for the student (including suspension or expulsion), but could include ~~before and/or after school~~

- detention,
- loss of privileges (i.e. off campus lunch, participation in extracurricular activities),

¹ ODE’s guidance, Fostering Student Learning, Well-Being, and Belonging provides “This includes personal electronic devices that can make calls, send texts, or access the internet via cellular data are restricted. This includes smartphones, web-enabled flip phones, cellular-capable tablets and e-readers, smartwatches, smart glasses, and connected headphones or earbuds. This does not include laptop computers or other devices required to support academic activities.”

² JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

³ If use of the personal electronic device is included in the individualized education program or education plan, JFCEB-AR submission is not required.

⁴ JFCEB-AR must be submitted to the building administrator.

- a change to storage requirements, etc.⁵

The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

~~However,~~ If the actions taken by a student violate other conduct policies (i.e. Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence or Domestic Violence - Students, or Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying - Staff), the student may be subject to discipline up to and including expulsion⁶.

Progressive discipline will align with the Student Code of Conduct and Positive Behavior Interventions and Supports.

Necessary communications during the school day while on school grounds between students and parents or guardians can be made through the school office.

The superintendent or designee shall ensure this policy is posted on the district website and made available to district personnel, students, parents, guardians, partners who are in school buildings during the school day, and the Oregon Department of Education.

In accordance with ORS 336.840, students may be allowed to use personal electronic devices⁷ that support academic activities and independent communications⁸, except as prohibited by this policy.

Requests for exemptions to this policy can be processed in accordance with JFCEB-AR, Request for Personal Electronic Devices Exemption. Appeals can be filed with the superintendent or designee.

~~This policy takes effect on January 1, 2026.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#) [ORS 336.840](#)

Oregon Executive Order 25-09

⁹Personal Electronic Devices** –

⁵ Correction may include requiring a student to store their device in a classroom storage space instead of in the backpack.

⁶ For example: a student could be disciplined with lost instructional time for using a personal electronic device to bully another student or for accessing inappropriate content. Discipline will be in accordance with Board policies.

⁷ The use of "personal electronic device" in this paragraph comes from ORS 336.840, which does not define the term. However, the definition in EO 25-09 wouldn't necessarily apply. Consequently, items like laptop computers or other devices required to support academic activities would likely be considered personal electronic devices within this paragraph.

⁸ The reference to "independent communication" under ORS 336.840 is specifically intended to protect and support students with disabilities who use personal electronic devices to communicate. This includes students who rely on tools such as augmentative and alternative communication (AAC) devices, speech-generating apps, or other assistive technologies that enable them to express themselves independently

Coversheet

Approval of Minutes

Section:	VII. Consent Agenda
Item:	A. Approval of Minutes
Purpose:	
Submitted by:	
Related Material:	2026_06_08_board_meeting_minutes.pdf

DRAFT



Central School District 13J

Minutes

Regular Board Meeting

Date and Time

Monday June 8, 2026 at 6:30 PM

Location

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

Directors Present

Andrea Van Heeswyk (remote), Byron Shinkle, Irene Oliveros-Vega, Jann Jobe, Marc Senyk, Melanie Landon-Hays, Susan Graham

Directors Absent

None

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 Jun 8, 2026 at 6:35 PM.

C. Flag Salute

D. Adoption of the Agenda

II. Staff Retirements

A. Honoring staff retiring after 20+ years

Superintendent Jennifer Kubista honored David Huhn.

Talmadge Middle School Principal Alisha Resseman honored Brad Simkins and Sophie Varquez.

Independence Elementary School Principal Nicole Smith honored Cindy Ritacco.

Dr. Kubista honored Jason Clark and Denise Chase.

Board Chair Byron Shinkle also honored student representatives to the board Hannah Smith and Orlando San Miguel Morales.

B. Announcement of Student Representatives to the Board for 2026-27

Board Vice Chair Susan Graham said that she and Director Marc Senyk had the opportunity to interview the three candidates for student representative to the board. She said it was a difficult decision, but they would like to welcome Skyler Steeves and Aaron Villeneuve to join the board in September for the 2026-27 school year.

III. Communication from the Floor

A. Public Comment period

Sebastian Escobar told the board that he appreciates Miss Stephanie, the mental health associate at IES.

Dana Goodale asked the board to fully fund the contract with Polk County for school-based mental health associates in each building.

Olive Doellinger addressed the phone policy at the high school, and suggested they should not be allowed on a students' person.

Britta Centoni asked the board to consider using MAC funding to support mental health associates.

Peytyn Cupp shared with the board that the school-based mental health associates were key in getting them through school.

Lauren Cooney asked the board if the push to decrease suspensions is hiding consistent behavior problems.

Aaron Villeneuve said that the school-based mental health associates are fundamental and valuable.

Valaria Salazar Garcia addressed the board about the proposed cuts to the mental health associates contract with Polk County.

Abby Durnin said cuts to the mental health associates would affect students in many ways.

Sarah Granum said cuts to mental health can be the difference between room clears and a mostly regulated student.

Adrienne Gault extended invitations to the board to attend CEA negotiations.

Skyler Steeves asked the board to reconsider cuts to the Polk County mental health contract.

Callie Burbank said an investment in mental health is an investment in attendance and learning.

Nathan Muti invited the attend CEA negotiations.

IV. Board Report

A. Budget discussion

The board discussed proposed ways the district can cut funding to accommodate the contract with Polk County for school-based health centers.

Susan Graham made a motion to direct the superintendent to consider the use of furlough days with the justification being addressing mental health in schools as a way of equity.

Melanie Landon-Hays seconded the motion.

Board members discussed how savings from a furlough day would affect all staff, and not mean more staff would lose their jobs from reductions in force.

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

V. Consent Agenda

A. Approval of Minutes

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

Jann Jobe seconded the motion.

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

Roll Call

Andrea Van Heeswyk Aye

Marc Senyk Aye

Susan Graham Aye

Melanie Landon-Hays Aye

Byron Shinkle Aye

Jann Jobe Aye

Irene Oliveros-Vega Aye

Susan Graham made a motion to approve the minutes from Regular Board Meeting on 05-04-26.

Jann Jobe seconded the motion.

The minutes were approved as part of the consent agenda.

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

B.

Personnel Report

VI. Business Agenda

A. 2026-27 School Year Calendars

Marc Senyk made a motion to approve the 2026-27 school year calendar as presented with the 2027-28 draft.

Melanie Landon-Hays seconded the motion.

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

Marc Senyk made a motion to approve the 2026-27 school year board meeting calendar as presented.

Irene Oliveros-Vega seconded the motion.

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

B. Curriculum Adoption

Marc Senyk made a motion to approve the required adoption of social sciences curriculum K-12 as presented.

Jann Jobe seconded the motion.

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

Marc Senyk made a motion to approve the required adoption of science curriculum K-12 as presented.

Melanie Landon-Hays seconded the motion.

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

Marc Senyk made a motion to approve the required adoption of health curriculum K-12 as presented.

Susan Graham seconded the motion.

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

C. Out of State Field Trip Request

Melanie Landon-Hays made a motion to approve the Central FFA field trip to Kentucky to participate in the National FFA Convention from October 19 through October 25.

Jann Jobe seconded the motion.

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

D. Out of State Field Trip request

Jann Jobe made a motion to approve the out of state field trip requests for CHS Cheer to compete in both regionals and nationals in the 2026-27 school year.

Irene Oliveros-Vega seconded the motion.

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

E. Out of State/Overnight Field Trip Request

Melanie Landon-Hays made a motion to approve La Cima Leadership's trip to Randle, Washington, on June 27.

Susan Graham seconded the motion.

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

VII. Standing Reports

A. Data report: Attendance, Discipline, and ELPA

Dr. Kubista and Director of Curriculum Amy Jackson presented the updated data on attendance, discipline, and ELPA (English Language Proficiency Assessments).

B. Curriculum Adoption Update

Director Jackson presented an update on the curriculum adoption process for science, social science, and health.

VIII. Recess into Executive Session

A. Executive Session - Closed to the public

The board recessed into executive session at 9:08 p.m. under the provision of ORS 192.660 to conduct deliberations with persons designated to carry on labor negotiations. (ORS 192.660 (2)(d)).

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

The board recessed out of executive session and back to regular session at 10:13 p.m.

IX. Closing Items

A. Board Comments

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 10:13 PM.

Respectfully Submitted,
Byron Shinkle

Documents used during the meeting

- Attendance, Discipline, ELPA and Curriculum Adoption for the Board 25-26 - June Meeting.pdf

- DBDB D1 Fund Balance.pdf
- 2026_04_20_csd_13j_board_plc_minutes.pdf
- 2026_05_04_board_meeting_minutes.pdf
- 2026_04_06_board_meeting_minutes.pdf
- Board Reports June 2026.pdf
- 6.8.26_26-27 Calendar and Draft 27-28 Calendar - Full Year Calendar.pdf
- 26-27 Board Meeting Calendar - Full Year Calendar.pdf
- Central FFA field trip request.pdf
- Cheer travel itinerary.pdf
- La Cima field trip request.pdf

Coversheet

Personnel Report

Section:	VII. Consent Agenda
Item:	B. Personnel Report
Purpose:	
Submitted by:	
Related Material:	Board Reports - 26_27 July 2026.pdf

Board Report: July 13, 2026					
Hired					
Last Name:	First Name:	Position:	Location:	Effective Date:	Probationary Placement:
Toews	Julia	School Psychologist	District Office	08/25/2026	
Barnes	Vicki	SPED Life Skills Teacher	TMS	08/25/2026	
Mulder	Leona	SPED ILC Teacher	TMS	08/25/2026	
Heibert	Annalee	Band Teacher	TMS	08/25/2026	
Ross	Stephen	Behavior Specialist	TMS	08/25/2026	
Rubio Olivares	Cynthia	TWI Teacher	IES	08/25/2026	
Wellman	Rebeka	Behavior Specialist	DO	08/25/2026	
Olvera	Brenda	Temporary Music Teacher	MES	08/25/2026	
Ellison	Amanda	SPED ILC Teacher	CHS	08/25/2026	
Clark	Juanita	TOSA Behavior Intervention	IES	08/25/2026	
Bradley	Kaiana	Curriculum & Instruction TOSA K-2 Literacy	DO	08/25/2026	
Leave of Absence					
Last Name:	First Name:	Position:	Location:	Effective Date:	
Resignation					
Last Name:	First Name:	Position:	Location:	Effective Date:	
Montufar	Emmy	Agriculture Teacher	CHS	06/22/2026	
Piper	Brandis	Assistant Principal/Athletic	CHS	06/30/2026	

Coversheet

Finance report

Section:	VII. Consent Agenda
Item:	C. Finance report
Purpose:	
Submitted by:	
Related Material:	Appropriations_2025-26_06-30.pdf

BOARD REPORT
2025-26 Appropriations

As of **6/30/2026 (Unaudited)**

	Total Adjusted Appropriations	Expenses	Encumbrances	Difference
Fund 100 General Fund				
1000	28,591,925	26,813,879	-	1,778,046
2000	17,285,672	17,009,216	-	276,456
3000	18,540	10,412	-	8,128
4000	-	-	-	-
5000	267,680	267,680	-	-
6000	3,368,243	-	-	3,368,243
	<u>49,532,060</u>	<u>44,101,188</u>	<u>-</u>	<u>5,430,872</u>
Fund 250 Food Service				
3000	2,204,612	1,911,659	-	292,953
6000	-	-	-	-
	<u>2,204,612</u>	<u>1,911,659</u>	<u>-</u>	<u>292,953</u>
Fund 2xx - All Other Special Revenue Funds (Grants, Donations, Student Body)				
1000	3,690,831	3,029,627	-	661,204
2000	6,053,530	4,776,250	-	1,277,280
3000	-	-	-	-
4000	249,250	-	-	249,250
5000	-	-	-	-
6000	490,237	-	-	490,237
	<u>10,483,848</u>	<u>7,805,877</u>	<u>-</u>	<u>2,677,971</u>
Debt Service Fund 301 - GO Bonds				
5000	4,037,818	4,037,818	-	0
	<u>4,037,818</u>	<u>4,037,818</u>	<u>-</u>	<u>0</u>
Debt Service Fund 302 - School Bus Lease				
5000	147,680	147,680	-	-
	<u>147,680</u>	<u>147,680</u>	<u>-</u>	<u>-</u>
Fund 402 - Capital Projects Fund				
2000	25,000	-	-	25,000
4000	575,000	95,702	-	479,298
5000	-	-	-	-
6000	-	-	-	-
	<u>600,000</u>	<u>95,702</u>	<u>-</u>	<u>504,298</u>
ALL FUNDS				
7000	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	\$ 67,006,018	\$ 58,099,923	\$ -	\$ 8,906,095

Appropriations are at the Program Level

1000s - Instructional Services	2000s - Support Services
3000s - Community/Enterprise Services	4000s - Capital Improvement
5000s - Other Uses (Debt Service, Transfers)	6000s - Contingencies
7000s - Unappropriated Reserves	

Coversheet

Superintendent Evaluation Summary

Section:	VII. Consent Agenda
Item:	D. Superintendent Evaluation Summary
Purpose:	
Submitted by:	
Related Material:	Superintendent Performance Summary - 25_26.docx.pdf

INTRODUCTION

This document, prepared by Byron Shinkle, the Board Chair, represents a summary of the full evaluation of Superintendent, Dr. Jennifer Kubista, by members of the Central School District 13J Board of Directors.

Similar to the 24/25 school year, the criteria used were those recommended in the OSBA Workbook on Superintendent Evaluation. They are:

- Visionary Leadership
- Ethics and Professional Norms
- Inclusive District Culture
- Culturally Responsive Instructional Leadership and Improvement
- Communication and Community Relations
- Effective Organizational Management
- Effective Financial Management; and
- Policy, Governance and Advocacy.

The goals that Dr. Kubista and the Board set at the beginning of the year are also included:

- Improve supportive environments
- Improve quality & timely data to support the cycle of continuous improvement
- Improve quality instruction

Detailed descriptions of these characteristics, goals and scoring criteria can be found at:

https://www.osba.org/wp-content/uploads/BD-2023-03-24_2020-SuperintendentEvaluation-FillableForm.pdf

RESULTS

Dr. Kubista was evaluated to have performed at or above expected levels in all categories of her evaluation. Areas where Dr. Kubista scored consistently high were Visionary Leadership and Ethics. Comments from Board Members demonstrating this were:

- “I am very happy about the regular use of the Strategic Plan Scorecard during meetings this year. It’s a great reminder to all of us and the community of how we want to be measured and the community is definitely holding us to it. I also feel that her “above and beyond” strong connections to local leadership (cities, agencies, WOU), including the police departments, have been very helpful for us. I’ve been extremely pleased that you’ve had Studer provide coaching for all of our building principals. We have the first year with the Student Code of Conduct under our belts and will have the opportunity to make improvements based on experience. Equal treatment under fair policies is a critical

component of supporting our students and their families. All of these point to your strong leadership, even when things get rough.”

- “Everything that Dr. Kubista does is in alignment with the mission and vision of the District, along with the strategic objectives of the Board of Directors. I do think it's time to revisit the strategic plan/goals of the District and perhaps place more emphasis on achievement.”
- “Highly ethical and in tune with the norms and culture that align with an ethical stance in leadership—she builds a culture of equity, fairness, integrity, transparency, trust, collaboration and perseverance and shows others how to do this as well. She models ethical behavior, has high expectations of the same from those around her, and has built this into the way she discusses issues with the board.”
- “I have never encountered someone who is more dedicated to ethical behavior and inclusiveness than Dr. Kubista. She's willing to work and collaborate with anyone who is willing to constructively and tactfully engage in the process of getting ideas across, even when they are contrary to her own.”

With declining enrollment and financial challenges facing the District, Dr. Kubista was able to push forward with important projects benefitting the students, staff and families in the District. Notable achievements that occurred or carried into the 25/26 school year include

- Development of the Student Code of Conduct, based on feedback from our Caregiver survey to work toward more consistent and clear discipline procedures
- Securing the three-year summer learning grant (2026 - 2028)
- School presentations (their data connected to the strategic plan) to the Board of Directors during our PLC time.
- 3rd year of culture and climate surveys via Studer
- Adoption of Science, Health and Social Sciences curriculum
- Improvement of communication within the district and the community to continue to build transparency and trust.
- Education of the community and advocacy at the legislative level, specifically in the funding of special education.

Despite the challenges facing the District, we are fortunate to have Dr. Kubista as our Superintendent. She keeps a pulse on the seemingly ever-changing educational and legislative landscape and provides informed, ethical feedback to the Board so we may make the best decisions possible under the circumstances. She is a trustworthy and hardworking partner.

The Board looks forward to continuing to work with Dr. Kubista in continuing to facilitate improvements in the district for students, staff and families.