

DRAFT



# Central School District 13J

## Minutes

### Regular Board Meeting

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#### **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

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#### **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

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### **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

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

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

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

**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**

Jann Jobe	Absent
Irene Oliveros-Vega	Aye

**Roll Call**

Susan Graham Aye  
Andrea Van Heeswyk Aye  
Melanie Landon-Hays Absent  
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**

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

**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**

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

**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**

Byron Shinkle Abstain  
Andrea Van Heeswyk Aye

**Roll Call**

Melanie Landon-Hays Absent  
Irene Oliveros-Vega Aye  
Jann Jobe Absent  
Steve Moser Aye  
Susan Graham 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

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**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