

APPROVED



Central School District 13J

Minutes

CSD 13J Board PLC

This is a work session for the board.

Date and Time

Monday October 20, 2025 at 5:00 PM

Location

Monmouth Elementary School
958 Church St. E., Monmouth, OR
Library

Directors Present

Byron Shinkle, Jann Jobe, Melanie Landon-Hays, Steve Moser, Susan Graham

Directors Absent

Andrea Van Heeswyk, Irene Oliveros-Vega

Guests Present

Emily Mentzer, Jennifer Kubista

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

Byron Shinkle called a meeting to order on Monday Oct 20, 2025 at 5:04 PM.

II. Board Reports

A. Monmouth Elementary School

Assistant Principal Jason Vlcek reviewed data from Monmouth Elementary School, including:

- Regular attendance and chronic absenteeism
- Attendance Strategies
- Discipline data and action steps
- 3rd grade state assessment data
- 3rd-5th cohort state assessment data
- 4th-6th cohort universal screening data
- Language growth (ELPA)

Board members asked questions about the data, specifically attendance and how staff support students and families.

Mr. Vlcek talked about the "jobs" they give to students who need more encouragement to come to school on time. These are student volunteers who are asked to help with various morning tasks.

B. Cash Flow/ Financial Oversight

Director of Operations and Finance Cec Koontz presented information about what the board should be looking for in the annual budget, including what reports the board should expect to receive moving forward, as well as what kinds of questions can be helpful for school boards in general to ask of their finance directors.

III. Business items

A. Policy JFCEB Personal Electronic Devices

Steve Moser made a motion to adopt the new policy JFCEB Personal Electronic Devices, deleting the old JFCEB policy Personal Electronic Devices and Social Media.

Melanie Landon-Hays seconded the motion.

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

Roll Call

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

Roll Call

Irene Oliveros-Vega Absent

B. JFCEB Administrative Rule Draft (information only)

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:38 PM.

Respectfully Submitted,
Byron Shinkle

Documents used during the meeting

- MES Board Presentation (1).pdf
- FinanReporting_CSD Board_10-16.pptx.pdf
- Board Financial Oversight_v2.pdf
- JFCEB G1 Personal Electronic Devices CSD13J.docx.pdf
- JFCEB D1 - Personal Electronic Devices and Social Media DELETE.pdf
- JFCEB R G1.docx.pdf