

Agenda

1. Call to Order / Roll Check

Presenter: Board Chair Rebecca Dyson

2. Adoption or Adjustment of Agenda *(At this time, Board members are provided the opportunity to amend the agenda)*

Presenter: Board Chair Rebecca Dyson

3. Board Policy Updates 30 min.

A. Policy JFCEB & JFCEB AR Personal Electronic Devices 3

Presenter: Superintendent Joseph Hattrick

4. Full Faith and Credit Loan 30 min.

Presenter: Director of Business Services Sherry Ely

A. ACTION: Resolution 2025-2026 B-2 10

Presenter: Director of Business Services Sherry Ely

5. Superintendent Targeted Feedback Survey 20 min. 12

Presenter: Superintendent Joseph Hattrick

6. Book Study 10 min

Presenter: Superintendent Joseph Hattrick

7. Other Items of Consideration

Presenter: Board Chair Rebecca Dyson

8. Adjourn

Presenter: Board Chair Rebecca Dyson

Ashland School District 5

Code: JFCEB
Adopted: 10/10/24; [approval date]

Personal Electronic Devices**

Student personal electronic devices must be powered off and securely stored from the time students enter the school campus until they exit the school campus, unless expressly allowed under the exceptions listed below. Personal electronic devices can be used when students are not on school grounds and are not under the supervision of school personnel (other than a school bus driver)¹.

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 infrastructure.² This includes headphones and earbuds attached to personal electronic devices. This does not include a 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;³
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);⁴
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 10 school days.⁵

Personal electronic devices may be kept by students in lockers or backpacks, as designated by each school, but personal electronic devices are not to be stored on the student’s person or in the student’s clothing during regular instructional hours.

¹ If students are under the supervision of school personnel other than a school bus driver, the use of personal electronic devices is prohibited during regular instructional hours. {ODE’s guidance, *Fostering Student Learning, Well-Being, and Belonging* provides that districts have discretion related to field trips. The district could include language regarding field trips here.}

² 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.”

³ JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

⁴ If use of the personal electronic device is included in the individualized education program or education plan, JFCEB-AR submission is not required.

⁵ JFCEB-AR must be submitted to the building administrator.

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 detention or a change to storage requirements, etc.⁶ However, if the actions taken by a student violate another conduct policy, the student may be subject to discipline up to and including expulsion.⁷ Steps may include:

1. First Instance of Noncompliance: staff will give the student a verbal reminder of the policy and expectations to reinforce appropriate use of personal electronic devices;
2. Second Instance of Noncompliance: the device will be temporarily confiscated and held and the front office until the end of the school day. Parents or guardians will be notified, and a meeting with school administration may be scheduled to discuss ways to support the student;
3. Third Instance of Noncompliance: the device will again be temporarily held, parents or guardians will be informed, and parents or guardians will be required to pick up the device from the school office during regular business hours. A meeting with school administration and family may be arranged to review the policy and plan for improved compliance;
4. Beyond Third Instance of Noncompliance: In noncompliance continues, schools will determine additional appropriate consequences, always prioritizing keeping students in class and engaged in learning.⁸

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 devices⁹ that support academic activities and independent communications¹⁰, except as prohibited by this policy. In academic activities in which a personal electronic device is required as part of the curriculum, students may be allowed, but not required to use their own personal electronic devices for that portion of the curriculum. Students using their own device must be granted access to any applications or electronic materials that are available to students who do not use their own personal electronic devices. These applications must be free of charge if students who do not use their own devices have access free of charge.

⁶ Correction may include requiring a student to store their device in a classroom storage space instead of in the backpack.

⁷ 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.

⁸ From guidance from the Oregon Department of Education. Consider whether these procedures apply at all grade levels and whether this much detail is desired in policy.

⁹ 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.

¹⁰ “Independent communication means communication that does not require assistance or interpretation by an individual who is not part of the conversation, but that may require the use or assistance of an electronic device. ORS 336.840(1).

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.

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.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Oregon Executive Order 25-09

Ashland School District 5

Code: JFCEB-AR
Revised/Reviewed: [date of policy approval]

Request for Personal Electronic Devices Exception

A parent or guardian may request an exception to the personal electronic device prohibition by submitting the following form to the principal:

Name of student: _____ Grade: _____

School: _____

If the reason for the request is included in the student's individualized education program, as defined in ORS 343.025 or an education plan developed for the student in accordance with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, this form is not required.

This request is:

- In compliance with the student's medical provider's order for the care and treatment of a medical condition (attach a copy of the order);
- Accommodate the individual circumstances of the student;
- Further specific educational outcomes for the student.

Exemption requested (describe the requested possession or use of a personal electronic device to be allowed and reason for the requested exemption):

Duration for requested exemption: _____¹

Signed: _____ Date: _____

Parent or guardian name: _____

Parent or guardian phone: _____ Email: _____

¹ The maximum duration of an exemption is the end of the current school year.

For Completion by School Administration

Request: Granted Expiration of exemption: _____
 Denied Reason for denial: _____

More information needed. Please submit by (Date): _____ for reconsideration.

Signed: _____ Date: _____

School administration will consult with a school nurse when appropriate. School administration decisions will be issued and communicated to the parent or guardian within 10 school days of receipt and can be appealed to the superintendent within 10 days of issuance. The superintendent’s decision will be final. Denied requests may be resubmitted if circumstances change or after 12 months, whichever is earlier.

School administration reserves the right to modify or withdraw this exception if circumstances change, if the use of the device interferes with learning or operations, or if the terms of this exception are not followed. Revocation may occur without prior notice.

Guidelines for exemption consideration:

1. Exemptions should only be approved for legitimate needs of students and their families, not mere convenience;
2. Exemptions should be consistently granted in a non-discriminatory manner;
3. Exemptions should be limited to address the specific need, with limitations communicated to the student regarding other possession and use;
4. Exemptions should only be approved when other communication methods and device availability (school phones, laptops, computers, available internet, etc.) are not adequate for the specific need;
5. Exemptions should be communicated to necessary staff in a way that protects student privacy;
6. Exemptions should minimize disruption to other students, staff and the educational environment.

Ashland School District 5

Code: JFCEB
Adopted: 10/10/24

Personal Electronic Devices and Social Media**

Student possession or use of personal electronic devices on district property, in district facilities during the school day and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the superintendent.

A “personal electronic device” is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Personal electronic devices shall be turned off and stored while on school campuses. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in district-sponsored activities, unless as expressly authorized in advance by the principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and subject to additional school rules established by the principal and approved by the superintendent.

If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum with prior permission from school officials. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices, for curriculum.

A process for responding to a student’s request to use a personal electronic device, including an appeal process if the request is denied, will be provided.

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities.

Students may not use district equipment to access social media websites, while on district property or at district-sponsored activities unless the access is approved by a district representative. The district will not be liable for information or comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student’s individualized education program (IEP).

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of this policy¹. A referral

¹ 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.

to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student's parent or property owner, as appropriate.

The superintendent shall ensure that the Board's policy and any subsequent school rules developed by building administrators are reviewed and approved in advance to ensure consistency with this policy and that pertinent provisions of policy and school rules are communicated to staff, students and parents through building handbooks and other means.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 336.840](#)

Copyrights, 17 U.S.C. §§ 101-1332 (2012); 19 C.F.R. Part 133 (2017).

DELETED

RESOLUTION 2025-2026 B-2

A RESOLUTION OF THE BOARD OF DIRECTORS OF JACKSON COUNTY SCHOOL DISTRICT NO. 5 (ASHLAND), JACKSON COUNTY, OREGON AUTHORIZING REFINANCING OF A CREDIT FACILITY.

RECITALS

A. On June 5, 2025 Jackson County School District No. 5 (Ashland), located in Jackson County, Oregon (the “District”) entered into a Non-Revolving Credit Facility and related Note in a maximum principal amount of \$10,000,000 (the “Refundable Facility”) to address cash flow needs pursuant to the authority of ORS Section 287A.150 and District Resolution No. 2024.2025 B-1; and,

B. ORS Section 287A.360 and the other applicable sections of ORS Chapter 287A authorize the District to issue borrowings to refund outstanding borrowings; and,

C. The District has determined it is in its best interest to refund all or any portion of the Refundable Facility.

RESOLUTION

Section 1. Refunding Authorized. The District Board hereby authorizes one or more financing agreements (the “Financing Agreements”) to refinance all or any portion of the Refundable Facility pursuant to ORS 287A.360 and the other relevant provisions of ORS Chapter 287A. The Financing Agreements may be issued in an amount that is sufficient to refund all or any portion of the Refundable Facility and to pay estimated costs related to issuing the Financing Agreements and refunding the Refundable Facility.

Section 2. Delegation. The Superintendent, Finance Director, or a person designated by the Superintendent to act on behalf of the District pursuant to this Resolution (each of whom is referred to herein as a “District Official”) is hereby authorized, on behalf of the District and without further action by the District Board, to:

- (1) Select all or a portion of the Refundable Facility to be refunded;
- (2) Determine the final principal amount, interest rates, payment dates, prepayment rights and all other terms of the Financing Agreements;
- (3) Negotiate the final terms of, and execute and deliver the Financing Agreements and any related documents;
- (4) Select commercial banks or other lenders to fund the Financing Agreements, provided that the District Board shall have been given an opportunity to review the financing terms provided by the various potential lenders;
- (5) Take actions to prepay all or a portion of the Refundable Facility;

- (6) Determine whether the Financings Agreements will bear interest that is excludable from gross income under the Internal Revenue Code of 1986, as amended (the “Code”), or is includable in gross income under the Code;
- (7) Apply legally available revenues to prepay all or a portion of the Refundable Facility;
- (8) Appoint and enter into agreements with bond counsel, placement agent and other service providers for the Financing Agreements; and
- (9) Execute and deliver any other certificates or documents and take any other actions that the District Official determines are desirable to carry out this Resolution.

Section 3. Security. Pursuant to ORS 287A.315, the District Official may pledge the District’s full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay the amounts due under the Financing Agreements. The District is not authorized to levy additional taxes to pay the amounts due under the Financing Agreements.

Section 4. Effective Date. This resolution is effective immediately upon adoption.

ADOPTED by the Board of Directors of the Jackson County School District No. 5, Jackson County, Oregon this 23rd day of October, 2025.

**JACKSON SCHOOL DISTRICT NO. 5 (ASHLAND),
OREGON**

By: _____

Chair

ATTEST:

By: _____

Superintendent/District Clerk

Evaluating the Superintendent

Adopt an evaluation document that:

- Includes all agreed-upon criteria
- Provides a defined rating system (numerical, descriptive, etc.)
- Provides space for written comments
- Serves as worksheet for the board's composite evaluation

Part 1: Performance Standards

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

Part 2: Goals

- The board adopts goals based on the superintendent's previous evaluation and/or the district's current strategic initiatives or goals
- Goals should be developed collaboratively between the board and superintendent
- Goals should reflect the superintendent's role in achieving the overall goals of the district but are not the same as the overall district goals.

Part 3: Evidence of Performance

Self-Evaluation

- The superintendent fills out forms for both part 1 and part 2 and reports back to the board.
- Assists board in understanding what has been accomplished.
- May be reported before the formal evaluation meeting or at the same time.

Part 4: Targeted Feedback Survey (Optional)

Feedback

- Optional component meant to give the superintendent and board additional feedback.
- Asks a targeted group of stakeholders to give feedback via a survey.
- The board and superintendent develop a list of individuals who will receive the survey.

- An independent party should conduct the survey and send the summary report back to the board.
- If a targeted feedback survey is used, the board considers that information in completing Parts 1 & 2.

Part 5: Evaluation Summary

Completing the job

- Superintendent reports self-evaluation supported by artifacts or documents in those areas where the board may lack direct knowledge.
- Members fill out the evaluation worksheets for parts 1 and 2 individually using the superintendent's self-evaluation and the targeted feedback survey, if used.
- Board meets to prepare a composite evaluation (executive session allowed)
- Composite evaluation is presented to superintendent. (executive session is allowed)
- Once signed off, it becomes a public document
- Report the composite evaluation to the public

Summary Checklist

- Consult district and legal requirements
- Review relevant documents
- Determine evaluation criteria (public)
- Determine evaluation calendar (public)
- Hear interim progress reports (check-ins)
- Circulate worksheets to board
- Schedule executive session to compile results
- Discuss composite evaluation with the superintendent
- Report results to the public

Cautions

- A governing body may not use an executive session held for purposes of evaluating the chief executive "to conduct a general evaluation of an agency goal, objective or operation." *ORS 192.660(8)*
- The final evaluation document is a public record
- Any evaluation documents/surveys returned to the board/central office are public records
- Board member's notes may be public records

Superintendent Evaluation Process & Timeline

FIVE-PART EVALUATION TOOL

The Oregon School Boards Association (OSBA) and the Coalition of Oregon School Administrators (COSA) have developed a five-part tool for evaluating superintendents.

PART 1 SUPERINTENDENT PERFORMANCE STANDARDS.

These are based on the Professional Standards for Educational Leaders (PSEL, 2015) and District Level National Educational Leadership Preparation Standards (NELP, 2018) and augmented by standards jointly developed by COSA and OSBA.

PART 2 SUPERINTENDENT GOALS.

This section evaluates progress towards the superintendent's goals established by the board and superintendent at the beginning of the evaluation cycle.

PART 3 EVIDENCE OF PERFORMANCE.

This consists of the superintendent's self-evaluation and their regular reporting to the board on progress toward standards and goals. This area may be supported by artifacts or documents, specifically in those areas where the board may lack direct knowledge of the superintendent's performance.

PART 4 FEEDBACK ON PERFORMANCE.

This consists of a targeted feedback survey of the superintendent's performance by selected staff and members of the community that have frequent, consistent interactions with the superintendent.

PART 5 EVALUATION SUMMARY.

This is the summary of the evaluation the board writes to share its unified message with the superintendent and the public.

Evaluation Process (Dates subject to change)

- Evaluation process approved by board on August 14, 2025.
- Superintendent will meet with board chair two times per month to discuss happenings within the district.
- Superintendent will meet with board members [~1 time per month].
- Check-in meetings to review performance of superintendent (in executive session per ORS 192.660(2)(h)).
 - October 9, 2025 – *Also finalize targeted feedback survey process during this time.*
 - December 11, 2025
 - February 5, 2026
- Superintendent will present self-evaluation/goals update in executive session on March 12, 2026.
- Board reviews all information provided during March executive session.
- Board members complete the superintendent evaluation independently and meet in executive session on April 9, 2026 to finalize the evaluation.
- Board (or subcommittee) meets with Superintendent in Executive session or (if subcommittee) at a time convenient for all parties to provide the summary evaluation and constructive feedback.
- Board adopts a short narrative in open session on May 8, 2026 (step 5) and at the same meeting, determine if the board would like to extend the Superintendent's contract one year per contract.

APPENDIX D

PART 4

EVALUATION COMPONENT TARGETED FEEDBACK SURVEY

The targeted feedback survey (TFS) is an optional component meant to give the superintendent and board additional feedback about the performance of the superintendent. The process asks a “targeted” group of stakeholders for feedback via a survey, with questions tied to superintendent performance standards and goals. The board and superintendent should develop an agreed upon list of individuals that will receive the survey. An independent party should conduct the TFS and summarize the results of the survey to report back to the board.

Suggested participants in the TFS may include district administrators, school administrators, union leaders, teacher leaders, confidential staff, families and community leaders. Multiple participants reflect the collective wisdom of groups who work closely with the superintendent. The feedback survey provides a variety of stakeholders an opportunity to share their understanding of how the top education leader for their district is performing. It is highly recommended that participants have regular interaction with the superintendent in order to give helpful feedback via the survey.

STEPS FOR CONDUCTING A TARGETED FEEDBACK SURVEY

- **STEP 1**

It is recommended that the superintendent and board work with an independent consultant to determine the questions for the feedback survey. The consultant should administer the survey and provide the results to the board. Questions should reflect the superintendent’s goals, performance standards and district priorities; these are unique to each district. If you purchase this service, OSBA will work with the board to develop questions appropriate for each group of participants, administer the survey, collect the data and provide the information to the board for consideration in their evaluation of the superintendent.

- **PART 2**

The OSBA consultant will work with your board to develop questions for the TFS. The questions will be aligned to the standards in this workbook and should reflect the expected experience of each group being surveyed. For example, classroom teachers will have a different kind of communication with and access to the superintendent than families will; it is critical that survey questions be appropriately tailored to each group. The board should mitigate barriers to accessibility for the survey, particularly with respect to language and access to technology.

- **STEP 3**

Select the participants to respond to the TFS. The participants should represent an appropriate range of constituent groups that have regular interactions with the superintendent. Responses from participants should be anonymous. The number of participants should be manageable in terms of compiling the results.

- **STEP 4**

The OSBA consultant will distribute the feedback survey electronically with an introductory section explaining the purpose of the survey and assurance that the individual survey results are completely confidential. Approximately two to three weeks should be provided for survey responses to be completed. Frequent reminders may need to be sent to the survey group about completion of the survey.

- **STEP 5**

The OSBA consultant will review the survey results with the board in executive session, highlighting areas of strength identified in the survey and noting any areas for targeted focus and/or improvement.

- **STEP 6**

The board should utilize the survey results as one source of data when evaluating the superintendent. This information should be considered along with the superintendent's self-evaluation, artifacts of evidence and board members direct experience and observation of the superintendent's performance.