

DRAFT



# Central School District 13J

## Minutes

### Regular Board Meeting

---

#### **Date and Time**

Monday February 2, 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, Jann Jobe, Melanie Landon-Hays, Susan Graham

#### **Directors Absent**

Byron Shinkle, Irene Oliveros-Vega

#### **Guests Present**

Emily Mentzer

---

### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

Susan Graham called a meeting of the board of directors of Central School District 13J to order on Monday Feb 2, 2026 at 6:31 PM.

#### **C.**

## Flag Salute

### D. Adoption of the Agenda

## II. Recognitions

### A. Central Lions Club

Superintendent Jennifer Kubista honored the Central Lions Club for all the ways they support students and staff. Lion Danny Jaffer thanked them and said the Lions were honored and grateful for their ability to serve the students and staff of Central School District.

## III. Communication from the Floor

### A. Public Comments

Abby Durnin addressed the board about CTE and FBLA (Future Business Leaders of America). One of the FBLA challenges was to explain the importance of CTE and FBLA to the Board of Directors.

Sarah Granum spoke to the board about the Health Care CTE pathway, including how many students have completed certificates, job shadowing, and internships, as well as those who earn college credit.

## IV. Business Agenda

### A. Enterprise Zone Resolution

Dr. Kubista reviewed the Enterprise Zones and the resolution request.

Andrea Van Heeswyk made a motion to adopt the Enterprise Zone Resolution as presented.

Melanie Landon-Hays seconded the motion.

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

#### Roll Call

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

## V. Standing Reports

### A. Data report: Attendance, Discipline, Graduation/5-year completers

Dr. Kubista updated the board on attendance and discipline through the end of January. She explained to the board that illnesses have been up in January for both students and staff.

CHS Principal Rick Dormer and Executive Director Brian Flannery shared the graduation and 5-year completer data, as well as strategies to improve graduation.

**B. Finance Report**

Dr. Kubista presented the finance report.

**C. Average Daily Membership**

Dr. Kubista presented the ADM report, and explained ADMr and how it affects the state school fund.

She clarified that lower birth rates are one contributor. Other factors include students transferring out of the district. She noted that decreases in enrollment is a national trend.

**VI. Board Report**

**A. Board vacancy application**

The board agreed to extend the board vacancy application open for another month through March 1. Board members encouraged interested, qualified individuals to apply, regardless of their zones.

**VII. Recess into Executive Session**

**A. Executive Session - Closed to the public**

The board recessed into executive session at 7:51 p.m. under the provisions of ORS 192.660, Open Meeting Law, 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.

**VIII. Closing Items**

**A. Board Comments**

**B. Items for Action at Future Meetings**

**C. Adjourn Meeting**

The board recessed out of executive session and back into regular session at 8:22 p.m. There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:22 PM.

Respectfully Submitted,  
Susan Graham

---

### **Documents used during the meeting**

- February2026\_PerformanceMetrics.pdf
- Excise Tax Historical Analysis 2008-Curr.pdf
- Fund100\_12-31-2025.pdf
- ADMr Report\_2.2.26\_Board Meeting.pdf
- CSD13J School Support Fee Rate Resolution 25-26.docx.pdf
- Board Reports for 2025-26 (4).pdf