

DRAFT



## Central School District 13J

### Minutes

#### CSD 13J Board PLC

This is a work session for the board.

---

#### **Date and Time**

Monday December 15, 2025 at 4:00 PM

#### **Location**

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

---

#### **Directors Present**

Andrea Van Heeswyk, Irene Oliveros-Vega, Jann Jobe, Melanie Landon-Hays, Susan Graham

#### **Directors Absent**

Byron Shinkle, Steve Moser

#### **Guests Present**

Emily Mentzer, Jennifer Kubista

---

#### **I. Opening Items**

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

##### **B.**

### **Call the Meeting to Order**

Susan Graham called a meeting to order on Monday Dec 15, 2025 at 4:19 PM.

## **II. Curriculum adoption process**

### **A. Curriculum adoption process**

Vice Chair Graham recessed out of executive session at 5:02 p.m. and resumed the regular session at 5:04 p.m.

Curriculum Director Amy Jackson reviewed the process for adopting curriculum for Social Science, Science, and Health in the coming year.

## **III. Update with Budget Committee**

### **A. Budget Update with budget committee started at 5:38 p.m.**

Superintendent Kubista and Director Cec Koontz reviewed the federal and state budgets to this point. Director Koontz informed the group that the Governor had asked each state agency to submit different cut scenarios.

The budget committee requested being added to the district community newsletter. They also asked if they could be added to the OSBA mailing list and resources.

Director Koontz reviewed the current expenses through Oct. 31, 2025, and noted that assessed values are higher than she anticipated. The next revenue forecast will come in February 2026.

## **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 7:36 PM.

Respectfully Submitted,  
Susan Graham