Central School District 13J

Minutes

CSD 13J Board PLC

This is a work session for the board.

Date and Time
Monday June 22, 2026 at 6:00 PM

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

Directors Present
Andrea Van Heeswyk, Byron Shinkle, Irene Oliveros-Vega, Susan Graham

Directors Absent
Jann Jobe, Marc Senyk, Melanie Landon-Hays

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 Jun 22, 2026 at 2:17 PM.

II. Studer Education

A. Experience survey results from 2025-26

Casey Blochowiak from Studer Education reviewed the results of the experience surveys with the Board.
The board discussed the results, with a focus on how the district could encourage more participation, including offering incentives for completing the survey while maintaining anonymity. Ms. Blochowiak noted that overall, employee participation was up, while caregiver participation was slightly down over last year. She suggested emphasizing how the surveys impact people so they understand the importance of the feedback. Superintendent Kubista shared that improving the culture and climate will impact all of the district's goals: Student growth and achievement, staff leadership and continuous improvement, family engagement, and community partnerships. Director Graham noted that the incoming student representatives to the board could help increase student participation in surveys next year.

The board recessed from 3:36 p.m. to 3:44 p.m.

III. Accountability -- State level

A. State Accountability Metrics - Required and Local option

Dr. Kubista reviewed the new state accountability metrics and how they relate to the district's performance metrics. The district is already tracking most of the state accountability metrics, except for the focus on K-2 attendance, and a local option metric. Dr. Kubista explained that if the district does not meet the goals, the consequences include higher levels of state assistance, from Oregon Department of Education coaches to the ODE helping with the budget process and priorities.

IV. Business Meeting - Policy

A. 2nd Reading DBDB Fund Balance

Susan Graham made a motion to adopt policy DBDB Fund Balance as presented.
Irene Oliveros-Vega seconded the motion.
The team **VOTED** to approve the motion.

Roll Call

Byron Shinkle	Aye
Melanie Landon-Hays	Absent
Jann Jobe	Absent
Andrea Van Heeswyk	Aye

Roll Call

Susan Graham	Aye
Irene Oliveros-Vega	Aye
Marc Senyk	Absent

B. First reading

V. Budget Hearing - 4:30 p.m.

A. Budget Hearing for the 2026-27 School Year Budget.

The Board recessed from 4:34 p.m. to 4:43 p.m.
The budget hearing started at 4:43 p.m.
Director of Finance and Operations Cec Koontz presented an update on the 2026-27 budget. She noted a continued hiring freeze on resignations and retirements. She reviewed the options for a Mental Health contract with Polk County Family and Community Outreach, and included suggested options for cuts elsewhere to continue a mid-tier mental health contract with the county:

- Use 0.5% of the contigency
- Move all staff at the Annex back to the District Office
- Credit received from WESD
- Slight increase in the State School Fund

Ms. Koontz noted that the mid-tier contract included three bilingual mental health associates, one at each elementary school, and eliminated school-based mental health associates from both the middle and high schools. She added that to keep a mental health associate in each building would cost the district an estimated additional $200,000.
Public Comment on the Budget Hearing:
Erika Hendren asked if there was a plan to get enrollment back up. She also asked if there was a way to save money on curriculum purchase of consumables. She shared her concerns about the hiring freeze and getting less desirable candidates, and asked if there was a way to share the three mental health associates with the middle and high schools.
The public comment ended at 5:05 p.m.

VI. Budget Adoption Resolutions

A. Appointing Authorized Signatories

Irene Oliveros-Vega made a motion to adopt the Operating Resolution Authorizing Positions as presented.
Susan Graham seconded the motion.
The team **VOTED** to approve the motion.

Roll Call

Melanie Landon-Hays	Absent

Roll Call

Byron Shinkle	Aye
Irene Oliveros-Vega	Aye
Marc Senyk	Absent
Andrea Van Heeswyk	Aye
Jann Jobe	Absent
Susan Graham	Aye

B. Crime Policy Coverage

Susan Graham made a motion to maintain current services.
Andrea Van Heeswyk seconded the motion.
The team **VOTED** to approve the motion.

Roll Call

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

C. Re-authorizing Construction Excise Tax

Andrea Van Heeswyk made a motion to adopt the resolution re-authorizing the collection of Construction Excise Tax and impose the Indexed Tax Rate Limits for Construction Excise Tax for the Fiscal Year 2026-27 to be effective immediately upon signing of the resolution.
Irene Oliveros-Vega seconded the motion.
The team **VOTED** to approve the motion.

Roll Call

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

D. Designate Financial Institutions

Andrea Van Heeswyk made a motion to approve the resolution designating Central School District 13J financial institutions as presented.
Irene Oliveros-Vega seconded the motion.
The team **VOTED** to approve the motion.

Roll Call

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

E. Professional Services Representatives

Andrea Van Heeswyk made a motion to adopt the Operating Resolution selecting auditors, insurance carriers, insurance broker, and attorneys, as presented.
Susan Graham seconded the motion.
The team **VOTED** to approve the motion.

Roll Call

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

VII. Executive Session

A. Executive Session - Negotiations

The Board of Directors recessed into executive session at 5:31 p.m. for the following purpose:
Under the provisions of ORS 192.660 (2) (d) to conduct deliberations with persons designated to carry on labor negotiations.
Specific information discussed in executive session shall not be made public and shall remain undisclosed.

B. Executive Session

The Board remained in executive session under the provisions of ORS 192.660 (2)(i) under Open Meeting Law to review and evaluate the performance of the superintendent or any other public officer, employee, or staff member, unless that person requests an open hearing.
Specific information discussed in executive session shall not be made public and shall remain undisclosed.

The board recessed out of executive session and resumed regular open session at 6:25 p.m.

VIII. 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 6:25 PM.

Respectfully Submitted,
Byron Shinkle

Documents used during the meeting

- 6.22.26Retreat_BoardofDirectors.pdf
- Accountability Grouping Comparison Data 24-25 SY.pdf
- DBDB D1 Fund Balance.pdf
- JFCEB D1 (1).pdf
- Annual Board Resolution_Prof Services 2026-27.pdf
- Annual Board Resolution_Crime Policy Coverage 2026-27.pdf
- Annual Board Resolution_Designating Financial Institutions 2026-27.pdf
- Annual Board Resolution_Authorizing Positions 2026-27.pdf
- Annual Board Resolution_Authorizing CET Rates 2026-27.pdf