

DRAFT



## Central School District 13J

# Minutes

### CSD 13J Board PLC

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#### **Date and Time**

Monday August 18, 2025 at 2:00 PM

#### **Location**

Ash Creek Annex  
1483 15th St. N.  
Monmouth, OR 97361

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#### **Directors Present**

Andrea Van Heeswyk, Byron Shinkle, Irene Oliveros-Vega, Jann Jobe, Melanie Landon-Hays, Steve Moser, Susan Graham

#### **Directors Absent**

*None*

#### **Guests Present**

Emily Mentzer

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### **I. Opening Items**

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

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

Byron Shinkle called a meeting to order on Monday Aug 18, 2025 at 2:05 PM.

## II. Business item

### A. Superintendent Contract

Jann Jobe made a motion to accept the employment agreement between the district and Superintendent Jennifer Kubista as presented.

Melanie Landon-Hays seconded the motion.

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

#### Roll Call

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

## III. 2025-26 School Year Board topics

### A. Board Meeting and PLC presentation schedule

Superintendent Kubista reviewed the Collaborative Governance and High Performing Boards qualities; the district mission, theme, and strategic plan scorecard.

She reviewed a draft of reports and topics for board meetings and professional learning communities (PLCs) for the 2025-26 school year.

The superintendent and board reviewed the Board-Superintendent Working Agreement 2025-26.

### B. Adjustment to 2025-26 Board Calendar

Superintendent asked the board to move the March 2026 meeting from March 2 to March 9.

### C. Superintendent-Board Agreement

## IV. Superintendent Policy Committee

### A. Update on Superintendent Policy Review Committee

Superintendent Kubista updated the board on the Superintendent Policy Review Committee. Members have been notified, and a date is being sent. The committee will be asked to first review the new Personal Electronic Device policy required to be adopted by the board before Oct. 31, 2025.

### B. Review draft of Personal Electronic Devices (Information ONLY)

The board reviewed new policy JFCEB Personal Electronic Devices. This policy will come to the board at the Sept. 8 meeting for first reading.

## V. Executive Session

### A. 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. (ORS 192.660(2)(i))

Board Chair Shinkle recessed into executive session at 4:23 p.m., and began the executive session at 4:35 p.m.

Specific information discussed in executive session shall not be made public and shall remain undisclosed.

## VI. Closing Items

### A. Board Comments

Director Jobe asked for information about district policies regarding weapons. She brought policy KGBB to the board for discussion.

The board noted that this policy (which is not adopted by the CSD board) is covered in district [policy KGB Public Conduct on District Property](#).

### B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:03 PM.

Respectfully Submitted,  
Byron Shinkle

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## Documents used during the meeting

- Superintendent Contract 2023-26 BOARD REVIEW COPY.pdf
- 8.18.25\_Retreat\_BoardofDirectors (1).pdf
- 25-26 Board Meeting Calendar - Full Year Calendar (2).pdf
- Board and Superintendent Working Agreement\_Draft\_2025-26.docx.pdf
- JFCEB G1.docx.pdf