— SHERIDAN —
JAPANESE SCHOOL
シェリダン日本語学校

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Foundation Board - Special Meeting
SJS School, 430 SW Monroe, Sheridan, OR
Monday July 05, 2021 – 6:00 PM

Meeting Minutes

I. Meeting called to order at 6:02 PM
   a. In attendance: Eli Justman, Ann Schultz, Amanda Mehlhoff, Beth Martin, Judy Anderson
   b. Eli moves to approve the agenda as it stands. Judy seconds. All in favor. Motion passes.

II. SSD declared their intent to terminate SJS during their special meeting June 28th.
   a. Eli presents regarding the staffing meeting last week with Mary Jean Sandall & Kelly Carlisle (administrative consultants) after SSD declared it's intent to terminate SJS.
      i. The consultant's report they will be taking pause as candidates are hesitant to come on board in light of this action.
   b. Beth recommends that we send a letter officially notifying the district regarding our intent to stay open.
   c. Eli has a meeting scheduled with Dorie on Wednesday July 7th at 11:00 to further discuss the corrective action plan.

III. Staffing update from Cliff Monroe, Eli Justman, and Judy Anderson
   a. Three candidates were interviewed (two for executive director & one for business manager)
   b. Ann suggests that the candidates be presented with our approved budget prior to considering our offers of employment.
   c. Ann makes a motion to allow the staffing committee to make an offer to one of the executive director candidates and the business manager candidate. Amanda seconds. All in favor.

IV. Meeting time for Director applicants/Addressed in item III

V. Response to SSD actions
   a. Eli has started a document in response to the district action which he will share as things progress.
   b. Ann has concerns about the non-financial aspects of the SSD request.
   c. Judy thinks retaining a charter school attorney could help support our processes. Beth points out that often charter schools have a relationship with an attorney. Eli is not sure this is necessary at this stage.
   d. Judy moves to authorize Amanda Mehlhoff to reach out to a charter school attorney. Ann seconds. All in favor.

VI. Reopening Decisions
   a. Lease Agreement

        i. **Judy moves that we accept the amendment and rent donation pledge from Dick Paay. Ann seconds. All in favor.**
        ii. Susan will update the budget.
    b. Interim office support
        i. **Eli moves to authorize the staffing committee to negotiate a contract with Lisa for ongoing support. Ann seconds. All in favor.**
        ii. Amanda & Ann will spend time with Lisa on Wednesday orienting to office functions to support as well.

VII. Enrollment Decisions
    a. We want to await the new director's arrival as much as possible before making any decisions.
    b. We need to notify those that have already applied that their applications have been received & we are still moving forward. Ann & Amanda will discuss this with Lisa Wednesday.

VIII. Adjournment 7:15
    a. Next meeting July 12th at 6:00 PM at SJS