



Building Excellence Through Global Education
Sheridan Japanese School Foundation Board

**Foundation Board – Special Meeting
SJS School, 430 SW Monroe, Sheridan, OR
Monday June 14, 2021 – 6:00 PM**

Meeting Minutes

I. Call to Order: 6:00

In attendance: Eli Justman, Gay Hall-Pentecost, Beth Martin, Ann Schultz, Jen Schulz, Amanda Melhoff

II. Follow up from SOS community Group

- **Beth:** The agenda before us. I have a question about follow up from SOS community group.
- **Eli:** That was just an opportunity for them to follow up.
- **Gay:** We need to have an official secretary at this meeting.
- **Beth:** Yes, we need to have a new secretary and a new president.
- **Amanda:** I have a list of ready volunteers that have been sent to board members. We are formalizing the PTO group. I sent Joe's offer as well.
- **Beth:** How are things going for the grant tomorrow?
- **Amanda:** Yes, Ann and I are working on that together. Jen sent us a lot of information today. Ann will take care of the presentation.
- **Ann:** Could Eli and Beth have their high schoolers give input?
- **Beth and Eli:** Yes.

III. Consider Adding New Board Members

- **Beth:** I think we should have Amanda on the board.
- **Eli:** One thing that would be a concern is that this group does not have a long term connection. While Judy does. I am in support of bringing Amanda on board.
- **Ann:** Can we add more than one?

- **Beth:** We would have to vote on expanding positions. It is my understanding that we could. That could be changed later.
- **Eli:** We could vote to add one and then vote to add another.
- **Beth:** We need to decide on the secretary tonight.

Eli moves to add Amanda to the board, Ann seconds, motion passes. Amanda is on the board.

- **Beth:** Amanda, you are now on the board. Do we want to add more?
- **Gay:** I think that should wait until the regular board meeting.
- **Ann:** I think Judy could be helpful with her experience and her relationship with the bridging foundation.
- **Eli:** I agree with Gay it's not the time to add more board members.
- **Beth:** I think we should have Ann continue to be the secretary.
- **Ann:** Before I joined the board, I said I would do this if I did not have to be secretary. However, I would be happy to do it if I had to.
- **Amanda:** I would be happy to be the secretary. I have done it before.
- **Beth:** You would be a signer on the bank paperwork. You need to bring paperwork to the bank to prove we have approved to spend that money. You have to keep track of the notes from the meeting and send them to Lisa, she improves them and then they get sent to everyone.

Eli moves to appoint Amanda as the secretary, Ann seconds, all in favor, motion passes.

- **Beth:** I don't feel like I can be president for much longer. I cannot reply to emails at work. I don't have the time to commit.
- **Eli:** Could we ask if any of the current applicants? I can not do it. I might not have a kid at SJS next year. I want the school to continue, so I will stay to see that through.
- **Amanda:** Judy was the board president in the past. It seems worth reconsidering.
- **Beth:** Since we have decided to table it, so I think we can move along for now. Dorie is looking to get more information, for example, and I just cannot get it all to her in time.
- **Amanda:** Can I get a copy of the agenda?
- **Ann:** Judy will not be here for the next meeting. Can we add her now?
- **Gay:** We need to keep things stable for now. The signers need to be changed and then hold steady for some time.

- **Eli:** Special meetings can be scheduled up to 24 hours before and we can talk about anything and add anything at the meeting according to ORS 192.640.

IV. Follow Up From the Budget Committee

- **Beth:** Is there any update from the budget committee?
- **Susan:** I have not made any changes to the budget spreadsheet that was sent out last week. I checked in with the team to check on deadlines. Things that have approaching deadlines are being worked on. Ann will attend the peer review tomorrow. Amanda has sent out a questionnaire that will get incorporated. Beth reached out to Dick. Things are moving forward with the addendum to the lease. Those are the highlights.
- **Eli:** Nothing in the budget has fallen over sideways?
- **Susan:** No, and all approaching deadlines are being worked on.
- **Beth:** I wanted to share that Dick was happy to hear that we reversed our decision. He is looking into the addendum. He is hoping we would pay him the rent and then he would pay it back. If the lease is not being paid the value of the property will decline.
- **Susan:** I can make that change in the budget. There is a line for it.

V. Adopt a Preliminary Budget

- **Beth:** I am looking at the budget you sent Eli. Dorie is looking for more concrete numbers. I don't think that she thinks it means anything until it's approved.
- **Eli:** Think we should adopt the budget and make some changes once we have someone to help with that. I think we should make the change as stated above.

Eli moves to adopt the budget, Gay seconds. All in favor, motions passes.

- **Beth:** Susan, will you make the change and send out the budget?
- **Susan:** Yes, I can change that right away. I will put the rent in and return the money as unrestricted contributions.
- **Eli:** Can we make another copy without all the notes?
- **Susan:** That will be a new document. I will keep in the notes but not the introduction. Do you still want 2 years?
- **Eli:** Yes.

VI. Authorize Committees or Advisory Boards to Reopen the School

VII. Authorize Expenditures and Hiring of Interim Staffing

- **Beth: Authorize Committees or Advisory Boards.**
- **Eli: Yes, I think we need to have an interim director.**
- **Beth: Is Cliff here?**
- **Amanda: Yes, Cliff is here. And all the people on the list are willing to assist.**
- **Beth: I would like to hear from Cliff directly. I would like the new director to overlap with Jen.**
- **Jen: Then you will need to contract with me because I would be on vacation.**
- **Beth: Well Lisa will be there and she knows what is going on, so I think that would be enough.**
- **Cliff: I happen to know a retired director who knows Dorie and is on a board of directors for another charter. She is willing to be the interim. Neither her or I want the job, but we would be willing to help through the transition. I think we could divide things up. I would not want compensation. I think someone like the person I know could help until we hire the next director. I will also help with any board member who takes on the role. I cannot be available full-time.**
- **Eli: Let's think of Cliff as our guide in the reopening committee. We can authorize Cliff to work with Lisa and Jen immediately. I will work on the committee as well. I think we should work with these other people as well.**
- **Beth: I think Cliff should head the reopening staffing committee. I think this is a huge problem and we need to have a plan before we leave this meeting. What is the status of the current teachers?**
- **Jen: 5 of the 6 teachers are not coming back. One might be interested.**
- **Beth: Cliff, how do you feel about that?**
- **Cliff: I would be happy to do that. I would like the board to approve some money to pay this interim I know. She has a lot of connections. The board would need to approve an hourly amount to pay in interim. Perhaps, \$50/hour?**
- **Amanda: There is \$10,000 in the budget for that.**
- **Eli: Yes, there is.**
- **Cliff: I would feel comfortable with that.**
- **Beth: Let's take a five minute break and we can think about this and I will be right back.**
- **Beth: Alright, it has been 5 minutes. Is everyone back?**

- **Everyone:** yes
- **Beth:** Cliff I have some more questions. How much of that do you think you need intentionally.
- **Cliff:** I think \$5,000 would be sufficient. You have to trust Eli. I just do not want to get to a place where we cannot do something without calling a special meeting.
- **Beth:** So what are you thinking you would spend this money on? Advertising?
- **Cliff:** Yes, that is part of it, but also an interim, or a recruiter.
- **Amanda:** Nicole offered to help. As well as Willamette.
- **Eli:** I could be the person to authorize that money if that makes people more comfortable.
- **Beth:** So Eli, you would oversee Cliff? Amanda, would you be willing to work with them?
- **Amanda:** Yes.
- **Eli:** The other people on the list will be advisors when we need it.

Eli moves to make a restaffing committee including Eli, Cliff and Amanda. Eli will have authorization to spend up to \$5,000 and with an emphasis on hiring an interim director and then long term director. Amanda seconds, all in favor, motion passes.

- **Beth:** Are there any other committees?
- **Eli:** I know there is interest in a student recruitment committee.
- **Amanda:** I think there could be more communication that would be helpful, for example, where are we at with re-enrollment?
- **Jen:** We do not have any information on that yet. I know I only got 4 and I think Lisa got a few more. I know a few people called and emailed. The re-enrollment and the application have been sent out to all the SJS adults and children.
- **Ann:** Can we have a committee to have a bit of a budget for recruiting students. I know they wanted to do a few things like farmers market booths and such. Is there a line in the budget for that?
- **Susan:** There is not a budget for student recruitment money? There is some pop can money that Janelle has been collecting for a year.
- **Eli:** Yes, Janelle has been asking what we are going to do with that money. We could make a one off budget commitment. We need a board member who is overseeing the budget portion.

- **Amanda:** I am happy to do that.

Eli moves to authorize Amanda to lead a student recruitment committee and is authorized to spend up to \$1000(from the bottle drop account) and get any necessary information from Lisa and Jen. Amanda seconds. All in favor, motion passes.

- **Susan:** I made the requested changes. I sent them to Amanda and she will send it out to the rest of the board members.
- **Eli:** There are other great ideas coming in . There is an offer to help create a more stable long term vision.
- **Beth:** Yes, there is still a lot to be done. Is there anything else?

VIII. Meeting adjourned at 7:29