



Sheridan Japanese School  
シェリダン日本語学校

*Building Excellence Through Global Education*  
Sheridan Japanese School Foundation Board

**Foundation Board –Regular Meeting**  
**SJS School, 430 SW Monroe, Sheridan, OR**  
**Monday March 19 2018– 6:30 PM**

*Meeting Minutes*

**I. Call to Order and Roll Call – 6:35 pm**

In attendance: Dick Paay, Ann Meyer, Gay Hall-Pentecost, Beth Martin, Charles Broadwell, Jen Schulze.  
Guests: Jeremy Bione, Ava Martin

Jen would like to have the School Report presented at 6:45 so the robotics presentation could begin.

Dick adds under V.B. Old Business d. Credit Card.

*Charles moves to approve the agenda as amended, Ann seconds. Motion carried unanimously.*

**II. Approve Minutes**

*Ann moves to approve the minutes of February 20 2018 as presented, Charles seconds. Motion carried unanimously.*

**III. Treasurer Report**

Ann reviewed the January 2018 financial statements. Everything is on track except for contract instructors (Taiko, Choir, Japanese). Jen notes that Taiko is booked for six shows this spring, and is currently doing community lessons which has brought in \$480 so far. In terms of income, fundraising will bring in more money toward the end of the year. Ann states that she has been signing the bank reconciliations for the file.

**IV. School Business**

A. School Report

Robotics. Jeremy Bione made a video to show the board about the robotics competitions. Vex robotics started out the year with a \$1,000 in-faith school budget, and with donations and fundraisers and grants the program has increased. He has probably spent \$4,000-\$5,000 on VEX this year, and the robotics group has raised money for all of that. They have gone to three competitions. Ava Martin told the board about the state competition and demonstrated the robot. The grant received earlier this year was just for one year. Next year there may be a grant for an all-girls team, and the entire group will also continue fundraising.

*Jeremy and Ava departed. Jen continued with the School Report, which the board had already read.*

Field Trips. The High School trip that was approved last month (taking place the week before Memorial Day) comes out of Measure 98. The 6<sup>th</sup> graders are going to Outdoor School the week of Memorial Day. Welker sensei wants to take the 8<sup>th</sup> graders to Mercy Corp because it aligns with curriculum, and that would be May 30 while the 6<sup>th</sup> graders are gone. If parent drivers volunteer, the

cost will be about \$200, but if a bus is needed it will be expensive. Glavan sensei as an opportunity to take students to the Portland Zoo , the 7<sup>th</sup> graders will get to go behind the scenes and the 4<sup>th</sup> and 5<sup>th</sup> graders will do a zoo visit.

STAR Testing. Jen passed out the STAR testing results for math. It seems like most students are taking testing more seriously.

Exhibition. The April exhibition will be a Murder Mystery scenario, involving fingerprinting, coding, case files, chain of evidence. Eleven groups will have to go through the crime scene to gather evidence, and it will have to be reset each time, so a place is needed to keep the crime scene secure. Dick may be able to bring in a travel trailer for this. Grading is based on engagement, use of tools, and problem solving, not on whether they get it right. Exhibition night is April 26 and work begins on April 2.

## V. **Foundation Business**

### A. Old Business

#### a. Policy to Address Audit Points

Lisa drafted up language in the related policies, based on the letter to the Secretary of State. The board reviewed the draft policy changes. Ann working on how to review and approve the journal entries since they are all computerized.

*Ann moves to adopt the changes to the financial policies as presented to address audit deficiencies, Charles seconds. Motion carried unanimously.*

#### b. Potential New Board Member

The board reviewed an application from Elaine Burke. There had been a question about whether Elaine was expecting to get paid for her grant work, and she is not. The board reviewed her application based on the application procedure criteria, as a review of the procedure as well. The board needs information from the school in order to evaluate candidates, including volunteer hours, background check, attendance at events. They note that Elaine is a first year parent at SJS.

*Ann moves that for the current board applicant, Elaine Burke, the board will forgo the requirement of their student being at least in their 2<sup>nd</sup> year, Gay seconds. Motion carried unanimously.*

*Ann moves to accept Elaine Burke on to the SJSF Board, Charles seconds. Motion carried unanimously.*

Elaine will need to be voted into a specific board position. Lisa will e-mail out the board position listing.

#### c. Director Evaluation

Tabled to next meeting.

#### d. SJS Credit Card

At the last meeting the board voted to apply at Columbia Bank for a rewards credit card, and the cards arrived today, which Dick signed for. The credit limit the bank established is \$25,000, but the SJSF policy is \$15,000. Dick will ask the bank to reduce the limit.

*Ann moves to close the US Bank credit card effective March 19, 2018, Gay seconds. Motion carried unanimously.*

**B. New Business**

a. 2017-18 Budget

Tabled to next meeting.

b. 2018-19 Calendar

Tabled to next meeting.

c. 2018-19 Budget

Jen presented the draft 2018-19 budget, which has to be given to the District by April 1. The current estimated ADM rate for 2018-19 is \$7550, and the budget is based on \$7400. Salary expenses are down a bit due to changes in FTE. Jen had asked the teachers for lists of things they need for next year, including classroom supplies, field trips, furniture, and professional development in order to get an accurate picture of upcoming expenses. The board reviewed the income and expense line items for each funding stream. The projected net loss for 2018-19 is \$19,392.

*Ann moves to approve the 2018-2019 budget with the minor changes made, to present to the Sheridan School District by April 1. Charles seconds. Motion carried unanimously.*

**VI. Executive Session under ORS 192.660(2)(i)**

The board went into executive session at 9:46 pm

Executive session adjourned at 10:15 pm

**VII. Meeting Adjourned at 10:15 pm**

Next Meeting: Monday April 16 at 6:30 pm