



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 June 18, 2018– 6:30 PM**

*Meeting Minutes*

**I. Call to Order and Roll Call – 6:40 pm**

In attendance: Dick Paay, Gay Hall-Pentecost, Beth Martin, Jen Schulze, Ann Meyer. Charles Broadwell arrived at 6:55.

*Ann moves to approve the agenda as written, Beth seconds. Motion carried unanimously.*

**II. Approve Minutes**

*Ann moves to approve the minutes of May 21, 2018 as presented, Beth seconds. Motion carried unanimously.*

**III. Treasurer Report**

Ann reviewed the financial statements as of April 30, and they are on track as far as percent of budget spent and how much of the year has elapsed. The major fundraising numbers won't come in until May. It is hard to do a comparative year-to-year because of the Japan trip every other year. Ann will review and sign the bank statements and reconciliations through June 30 before the financial audit. She will close out the US Bank credit card now as there is no balance on it.

**IV. School Business**

**A. School Report**

The math teacher candidate declined the employment offer. Jen had offered \$39,000, and thinks he probably got a better offer. Jen is continuing to look for candidates.

Jen used an AdvancEd survey (as required for accreditation) that most closely aligned to SJS so some of the questions seemed a bit odd. The response level was lower than Jen had hoped.

The taiko team got a \$200 donation from Linfield, they have made about \$1000 this year between events and lessons.

Jen created a list of school repairs to be done over the summer. A group of parents will be working on the greenhouse for the gardening elective. On the last day of school Jen wrote out very specific cleaning jobs for 88 kids to clean for 20 minutes, and the students did great jobs. Jen proposed several possible dates on Saturdays in the summer for work days. August 25 is designated as a work day and Jen will contact parents for help.

The board discussed doing a policy work day also and the process for the board to review the policies. Jen noted that OSBA does provide policy information and specifies of what is the minimum required by law, but it is expensive. The board decided to divide the policies up by section (Governance, Employee,

Student, Financial) and review a section quarterly. Gay will look at the Sheridan School District policies and compare them to SJS policies. When Jen is at COSA she will talk to OSBA about the policies. The board will begin by reviewing the employment policies (Section III) in the July meeting, and the board members will read that section prior to the meeting. Governance and financial sections will be reviewed in October. The student policies will be spread out over the following two quarters.

In terms of student policies, the board will look at the policy changes that were made this year in the school code and see if they had an impact on the school.

Dick suggested that the board review the Operations Manual done by Laura Siering that described the SJS values or characteristics. The student population has changed as SJS has lost some of the more academic students.

A teacher fell down the stairs and broke two bones in her foot, requiring surgery.

At the end of the year, total enrollment was 87 students. Next year's high school numbers are over the cap as there was a large 8<sup>th</sup> grade class this year. There may be a few high school students leaving.

The board reviewed the AdvancED survey results. Some of the responses were not surprising, such as low scores on technology, and support services including counseling and SPED. Jen and the staff will look at the low answers. She is disappointed in the low response rate, especially by the parents. The elementary students' response on whether they are asked by the teachers what they think of school is very low, and part of this Jen attributes to the older Student Council members not always including the younger ones in student council activities.

The board discussed the PE requirements and how to meet the increasing requirements.

## **V. Foundation Business**

### **A. Old Business**

#### **a. Senior Trip Policy**

Jen drafted up two possible policies, one of which has the senior trip activities being a sponsored event of the school and the other to not be a sponsored event of the school. At Sheridan High School the trip is not part of the school. Some years back, the trip was not an SJS sponsored event but it has become so. The separator should be the money issue (not handled through the school) and the trip being after the school year, and run by parents. Jen will send the hands off one as a proposed policy to the parents and students of the upcoming seniors and juniors.

The 8<sup>th</sup> grade promotion trip money goes through the school, so it is school sponsored, but it is run by the parents.

Ann suggests looking in the Operations Manual for information. Jen will review and re-address this in July meeting.

### **B. New Business**

#### **a. 2017-18 Budget Resolutions**

At the last meeting the board approved purchase of an Apple computer and accessories for approximately \$2000. However, the money was not in the budget. The objective is that we don't overspend the line items, and budget law says line items cannot be overspent by more than 10%

(although most of the school budget law doesn't apply to charter schools). Several line items are going to go over. The purchase of chromebooks and cart for \$3800 in May was approved, and a \$2500 grant from First Federal along with about \$600 in GoFundMe donations was dedicated to this. The small equipment line item needs to be increased to cover these amounts, as the budget is \$4800, and \$3600 has been spent through April. To cover the chromebook and Apple computer amounts, the budget line needs to be increased to \$9,500.

The board noted that restricted cash contributions need to be reviewed and reclassified to the correct revenue line.

*Ann moves to increase the small equipment budget to \$9,500, Charles seconds. Motion carried unanimously.*

*Gay moves to increase the dues and fees budget line from \$6,750 to \$8,000, Charles seconds. Motion carried unanimously.*

b. Policy Review Planning

Discussed under school report above.

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

No Executive Session

**VII. Regular Meeting Adjourned at 9:07 pm**

Next Meeting: Monday July 16 at 6:30 pm