



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 May 21, 2018– 6:30 PM

Meeting Minutes

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

In attendance: Dick Paay, Gay Hall-Pentecost, Beth Martin, Charles Broadwell, Jen Schulze, Elaine Burke.
Guests: Katharine Davis

II. Approve Minutes

Charles moves to approve the minutes of April 16, 2018 as presented, Elaine seconds. Motion carried unanimously.

III. Treasurer Report

Ann Meyer is not present, so there is no treasurer report. The financial statements are in the board packet, and show the revised 2017-18 budget.

IV. School Business

A. School Report

The board asks that Lisa look into whether there is a need to purchase extra insurance from Enterprise for the van rental for High School Eastern Oregon Field Trip.

The office manager is going to work part-time next year. Jen talked with her about the possibility of lowering the number of hours required for group health insurance (the plan change would be allowed), but the employee is not comfortable with changing the group insurance plan. The concern is that it opens the door for more expense to the school if other part time employees then qualify.

Jen is working on sourcing a new high school math teacher.

Jen plans to do a school clean-up workday sometime this summer, and asks the board for dates they might be available.

Graduation will be Saturday, June 9 at 4:00 (moved from 2:00 due to the Mud Drags).

The seniors will be flying to San Francisco for their senior trip rather than driving, so they will miss one less day of school.

Schedule for 2018-19. Jen and the staff are proposing to start the school day at 8:45 am, and moving the prep time for all teachers to 7:30 am to 8:45 am. This will allow for five periods, plus homeroom and electives, and a prep for each teacher. This schedule does ensure more than meeting the required seat time for all levels. Jen provides several studies that show the benefits of later school starts related to

sleep patterns of teens. The staff has already talked about how to handle students who have to come in early due to transportation, they will be expected to be quietly working or resting. The schedule for each class has one short period and two longer periods each week, and longer or shorter homeroom varied by days, and a time for assembly and for clubs. There will be no study hall class, but a study hall elective will be offered every day of the week. PE electives will be offered as well. The new PE standards don't take effect until 2019-20, so the schedule may be adjusted then. Jen has been applying for grants for PE teachers. Jen is prepared for comments from parents.

For the record, the board supports the late start schedule change.

The board discussed the summer 2019 Japan Trip plans with Kate. She feels homestay in Japan is one of the most important parts. There will be an information meeting before the school year ends. Various fundraising ideas were discussed. Elaine points out that if someone makes a donation toward the trip, it can be tax deductible if it goes for the general trip, but not if it is designated to a certain person.

Kate departs.

V. Foundation Business

A. Old Business

a. Director Evaluation

This will be discussed in Executive Session.

b. Senior Trip Policy

The board members did some research into other districts' policies but didn't find much related to senior graduation trips. There is some question of whether it is a school function or a private function. For SJS, currently the money is fundraised or donated and comes into the school accounts, and by that nature it becomes a school event. Jen describes how it is handled in Amity, where the funds are kept separate from the school through a 503c non-profit. However, they have a much larger senior class. Dick suggests getting input from PACE (the insurance carrier) to see what is involved.

B. New Business

a. MOU with District for OSBA

The district has agreed to enter a Memorandum of Understanding with SJS for OSBA services (including PACE insurance), since charter schools can no longer be members. OSBA will invoice SSD for services provided to SJS, and SSD will invoice SJS.

Charles moves to approve the Memorandum of Understanding, and have the Director sign the MOU with SSD, Beth seconds. Motion carried unanimously.

b. Colonial Life Supplemental Insurance

Manami Imaoka brought Colonial Life Supplemental Insurance information to the school, as she is now selling it. This is similar to the AFLAC supplemental plans SJS currently offers. Manami suggests this would be a cost savings to the employees, and that SJS can switch from AFLAC immediately, rather than waiting for the regular plan year. Dick suggests Lisa assess the premiums and benefits as compared to AFLAC, with the idea that if a switch is made it will be at the

beginning of the plan year.

Beth moves that the Columbia Life Supplement Insurance offerings be reviewed in August, Elaine seconds. Motion carried unanimously.

c. Summer Board Training

There is a Summer Camp for school boards offered through OSBA. The board reviewed the trainings offered.

d. Director Position Renewal

This will be discussed after Executive Session

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

The board went into executive session at 8:24 pm

Executive session adjourned at 9:10 pm

Resumed regular meeting at 9:12 pm

Elaine moves to re-hire Jennifer Schulze with a 2% COLA raise and approximate allocation of \$2,000 for the Director computer upgrade, Beth seconds. Motion carried unanimously

Dick notes that the budget has been tightened up quite a bit and the object is to come out even this year, so there is a little extra income and funds for the computer will have to be identified.

VII. Regular Meeting Adjourned at 9:19 pm

Next Meeting: Monday June 18 at 6:30 pm