



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 April 16 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: Elaine Burke, TaMara Glavan

The Board moved Glavan's presentation to first on the agenda.

Elaine accepted the board member position.

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

II. Approve Minutes

Charles moves to approve the minutes of March 19 2018 as presented, Ann seconds. Motion carried unanimously.

III. Treasurer Report

The February financial statements have not yet been received, so there is no Treasurer report.

IV. School Business

A. Glavan Presentation (moved to first item)

TaMara Glavan took several middle school students to the Rabbit Romp at the Oregon Zoo on the last Saturday of Spring break. The girls volunteered in the morning for four hours, while the boys group walked around the zoo, and the groups switched in the afternoon. It was a great opportunity to learn how to give back to the community and went really well. The zoo coordinators said they would like to have SJS students do this again. A student described what they did at the Rabbit Romp.

Another student showed her project from the Amigurumi (Japanese crochet) class.

(Beth leaves and will call in when she gets home.)

B. School Report

Jen had e-mailed out the school report earlier for the board review.

2018-19 Enrollment. The high school is already over the student number cap, because there is a large 8th grade class moving up, so at this point no students can be added to the high school. Currently there are only ten total openings, but some other students may not come back. At this time there are only five

4th graders, and only 1 or 2 on the 4th grade waitlist. The waitlist for the middle school grades is much larger. The lottery drawing on April 16 went smoothly.

Student led conferences. Jen has done a lot of coaching with high school students for being “on-track”. State high school requirements include a personal learning profile that students have to create in high school. She is trying to get students to be honest about whether they want to be in a college prep school. The conferences went very well.

Exhibition. The travel trailer parked outside is here for exhibition. Exhibition night is April 26. One element to the exhibition is letting the students decide what to do exhibition night in terms of presentation. The theme is CSI SJS, with 11 teams of 8 students investigating a murder. The group that is most accurate with the lowest budget will win. Work includes fingerprinting, interviewing, warrants, chain of command.

Greenhouse. Plans for the greenhouse repair are under way. Next year a horticulture elective will be offered, and Glavan is currently taking a “Seed for Supper” course in preparation. Next year SJS will offer a Seed for Supper class. Jen and Glavan are working with volunteers to get the greenhouse ready.

V. Foundation Business

A. Old Business

a. 2017-18 Budget

There are serious changes to this year’s budget based on expenses.

Jen talked to Superintendent Sugg about SPED funding and why there is no factor for SPED. Every district in the state of Oregon only gets 11% for SPED and SSD is well over that already. They do provide the SPED services for SJS. This year we also have an ELL student, which counts as .5 weight. Poverty factor is the result of a percentage allocated for poverty students.

Beth joins by phone.

Measure 98 has been added to the revenue and expenses. With the new credit card a rebate will come in, which will be recorded in other income – it will not be actual cash, but can be applied to the payment.

The OSAA fee for sports at SHS will no longer be \$1600+. SJS will do a memo of understanding with SSD for OSAA and also OSBA, since OSBA will no longer let charter schools be members.

Contract instructors got a major adjustment. Substitute teachers are on a different expense line.

The in-kind donated teacher is added into revenue, and also a salary expense line for same. The budgeted ADM is raised to 7,400 (from 6,900). The resulting budget still shows a loss of about \$20,400. The board thinks it will actually be pretty close to a \$0 loss.

The original budget that goes to the district gets incorporated into the district’s budget, but this revised budget is for SJS operational needs, and will go to the accountant for his monthly financial statements.

Ann moves to approve the amended 2017-2018 SJSF budget, revised as of March 2018. Charles seconds. Motion carried unanimously.

Dick requests that somehow near the top of the financial statements Jesse put in actual state funding number for reference.

b. 2018-19 Calendar

The calendar is based on the District's calendar, except we don't have early release Mondays. SJS may offer electives to district students during that time. Jen asked the staff what they want to do with in-service days. In August they will do four days of in-service, then have a no contract day on the Friday before Labor Day. The next Japanese trip will be in the summer 2019 soon after school gets out.

Elaine moves to accept the 2018-19 calendar as presented. Charles seconds. Motion carried unanimously.

c. New Board Member Position

The board did not set a position for Elaine at the last board meeting. Terms are for three years, and the overall objective is to stagger the terms so that two positions expire every year. Atsushi resigned from Position 3 and the board decided to put Elaine in Position 3 expiring September 2020.

The current board treasurer is leaving this September. The board will send out something about Elaine Burke becoming a new board member, and then send out a notice that Ann is retiring in September and the board is looking for a treasurer. If no parents are interested, the next step would be to starting looking outside. Initially this will be included with Jen's update. Gay will also write up something and have Lisa send it out.

d. Director Evaluation

The board reviewed the director evaluation sheet, and will fill it out. Jen would also like to get teacher feedback and maybe some students also. The board discussed how the surveys for accreditation were done in the last years.

The board will complete the evaluations before the next board meeting, and send them to Lisa by April 30. Jen will give the evaluation form to the teachers at the next staff meeting and have them return it to Lisa. These can be anonymous or they can put their names on them.

e. Board Member Application Packet

The initial screening form will be done by the office, then the application is attached with secondary screening that the board would do. At the next meeting the board will vote on the packet.

B. New Business

a. Staffing

All but one of the current staff is coming back in some capacity or another. Two are changing positions completely due to closing down study hall. Two teachers have signed their letters for next year, another teacher wants to negotiate. The teacher who will be split between SJS and Dick will be approached later. Jen has started searching for a teacher to replace the one who is not coming back.

b. Japan Trip Summer 2019

Dick wonders about SJS's obligation for overseas travel related to economic wherewithal. It is possible to accidentally create situations where some kids get to do things and some don't because they don't have the money. SJS used to give \$500 to students to go to Japan if they went privately, not as a school activity. Dick says that we will probably never know the kids who are interested in the travel and either they just automatically know they can't afford it or their parents say they can't. Ann suggests this is where we try to establish an alumni type endowment for foreign travel, and those that apply would have to designate need. Jen and Kate have asked for a list of students who are interested in going, asked them not to let the cost be a hindrance. Jen is also looking at finding donors for the trip.

c. Senior Trip Policy

There is currently no written policy. A fundamental question is whether it is a school activity or not. Once the kids put the money in student body funds we can't just give it to them, so if they use the money for senior activity it becomes a school trip. This year they originally wanted to take friends and pull them out of school for a few days, but have decided against that. The board members will gather some examples of other school's senior trip policies to form an SJSF policy.

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

The board went into executive session at 8:39 pm

Executive session adjourned at 9:44 pm

VII. Regular Meeting Adjourned at 9:45 pm

Next Meeting: Monday May 21 at 6:30 pm