



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, September 18, 2017– 6:30 PM

Meeting Minutes

I. Call to Order and Roll Call – 6:37 pm

Present: Dick Paay, Ann Meyer, Gay Hall-Pentecost, Beth Martin, Charles Broadwell, Jennifer Schulze. Atsushi Hisaka arrives later.

Dick requests to add V.B.d. OSBA and V.A.b. Anne Ballard Fundraising to the agenda.

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

II. Approve Minutes

The board members clarified some wording in the draft meeting minutes.

Charles moves to approve the minutes of August 30, 2017 with revisions as discussed, Beth seconds. Motion carried unanimously.

III. Treasurer Report

There are no financial statements to review because not much happens in July or August. The September statements will be reviewed.

Ann reviewed the August bank statements, there are no checks that do not have her signature and no unusual vendor checks. The Key Bank CD statement won't come monthly, the relationship account will generate statements but there will be no activity.

IV. School Business

A. School Report

The school year is off to a great start, and the feedback is that it is all going very well. There are 88 students enrolled.

Jen reviewed the Code of Conduct – Respectful, Sensible, Persistent, Brave and Proud. The initial data indicates that it is going well, and that the most common code that is being broken is Sensible, with Respectful being next.

Nine students are taking at least one class from Sheridan All Prep because of the way the schedule works out. Japanese is a problem in scheduling because the new students need

beginning Japanese. Having the few students with conflicts take All Prep classes keeps from having to split other classes. One student is electing to take biology again through All Prep as an elective. One SJS student is going to SHS to take choir. This allows us to individualize the instruction of students. Three students are doing practicum experiences with Bridge Street Coffee during their study hall time (a few days a week each).

SJS teachers have been invited by the Sheridan School District to attend their in-service day on Friday September 22, for various hour-long sessions. Two teachers and Jen are going for a few sessions.

The Robotics elective has purchased six robots, which were represented as having all the parts needed for \$150.00 each. Sponsors have agreed to donate for five of the six. However, when the robots came, they do not have the brains and controller, they have to be purchased separately for \$350 each. Bione is asking kids to solve the problem. They only need two brains and two controllers, as they can be used for more than one bot. They are also talking about fundraising, and possibly Bione can get certified for 4-H and get free lego robots.

The Business Management elective will be taking a walking to Bridge Street Coffee to have the owner share her business plan. The T-Shirt company in McMinnville has also invited the class to visit. This class will be operating the student store.

Back to school night is scheduled for Tuesday September 26 from 6:00-7:30.

The Shukutoku Yono home stay students (34 girls) are coming at the end of the month, and two host homes are still needed.

The SJS Public Relations elective is working on plans to upgrade the website, as the old one is just not easy to manage. Jen is hoping Atsushi can help link the websites.

Jen has been looking at elective credits from last year. The student transcripts have individual elective classes with 0.125 credit. Jen is concerned that it will be a red flag to colleges and universities. This topic also came up in a meeting with All Prep in terms of how it may affect the overall GPA. Jen is looking at how it can be done better. In past years it was just called "Electives" and got .5 credit twice a year, but some parents apparently wanted to know what the electives were.

In October the teachers and Jen will sit down and look at the state testing data. The teachers will set goals based on testing data. Jen sat down with each parent at registration conferences and went over their child's state testing scores.

Jen has not finished going through the staff handbook and hopes to have it for review at the October board meeting.

Class sizes: There are relatively few students in the 11th and 12th grade and there is no one on the waiting list for either grade. In terms of class size, the smallest is advanced math (4 students). The biggest class is beginning Japanese with about 25 students. Davis has the Japanese exchange teacher to help out. 4th graders don't take that class, they take introduction to Japanese as an elective once a week.

Beth asked about the parent phone tree or directory. Since some parents opt-out, it will have to be looked at.

ADJOURN TO ANNUAL MEETING at 7:35 pm

RESUME REGULAR MEETING at 8:00 pm

V. Foundation Business

A. Old Business

a. Policy Review – Code of Conduct

The board reviewed the board policy (SJS5011-Student Code of Conduct) in detail. They also reviewed the Code of Conduct developed by the teachers and Jen. Before the next meeting Jen will update the policy with redline markings to reflect the handbook.

b. Anne Ballard Fundraiser

The board discussed the Fundraising proposal Anne presented last month, and feels she wants to raise too much money for what she has. Possibly it could be part of another fundraising activity. They will relay to Anne that she needs to work with the fundraising committee as a group.

Jen is still trying to find a date to get together with school council to talk about their concerns. Beth would like to come to the meeting as the Board liaison. There are only two people on the council at this point. Keith Martin was going to be on the council but Beth was told that he couldn't be on it because the bylaws say that there cannot be spouses on board and council.

B. New Business

a. SJS Bus Group

SJS signed the contract with the district, and the bus group has donated to SJS \$7,987.00. The contract is for 173 days at \$307.80/day and the state picks up 70%. The bus group donates the other 30% plus \$1500 district admin fees. At this time there are 16 riders so it comes to \$1,150 each per year. The contract with the district allows a reassessment or absolute withdrawal from the contract in six weeks.

For field trips, having to pay the full bus rate (with no state reimbursement) is a problem. Dick is still looking at buses and hoping to buy a low mileage school bus, which will incur insurance and driver cost. Some time ago PACE gave an estimate for insurance which seemed reasonable, about \$700 for liability coverage as long as it is not a "home to school" trip. Although the McMinnville bus goes from the Baptist church to SJS and back, we are currently paying the home to school rate for the bus service, which is higher. The bus size makes no difference in cost.

The question is would the district (or any district) process the paperwork to get the 70% state reimbursement for field trips if they are curriculum. Dick will talk with Mr. Sugg to ask about processing field trips; he notes that we have asked before and were turned down. We are also allowed to contract with another district if one will work with us.

b. Measure 98 Grant

SJS received the grant paperwork from the ODE for the Measure 98 "College and Career

Readiness” grant. The grant amount to SJS for the first year is \$14,243. The school must send in a proposal for how to spend the money, and the money comes straight from ODE without a district percentage coming out. It is paid as reimbursements on expenses made. Jen will look closely at the grant to see what it will cover, such as whether it will pay for college-level courses taken by our high school students. Jen and Anne Ballard will work on the grant application. Funds for this year can be requested without having a pre-approved plan, and the plan for 2018-19 must be submitted by July 1 2018.

Charles moves to have the Executive Director apply for the Measure 98 grant for the 2017-18 school year and beyond. Beth seconds. Motion carried unanimously.

c. Director Evaluation Process

Sample evaluations can be pulled out of other districts. There is guidance on principal and superintendent evaluations and there are informal methods. The board members are not present for day-to-day activities so have a hard time evaluating that. The board’s main responsibility is fiscal solvency, and the second is evaluating the SJS leadership. The question is how to evaluate whether there has been improvement.

The board discussed new programs that Jen has started, and classes she has created, including keyboarding, public relations, business management and robotics.

The director should be managing in such a way that it promotes student learning, and to look at this the data needs to be evaluated. The main data is state testing which is in ELA, Science, Math. Grades are another piece. In the past the director has done surveys, both for accreditation and for student and parent perception of how the school is doing.

The SJS test scores are lower than what we would expect from SJS. This will be the third year of state testing so the students will be more used to it.

There is a general feeling without specifics that academics have been sliding over the years. There is major room for growth. Jen will be looking at all the pieces.

d. OSBA

The OSBA (Oregon School Board Association) represents public schools in Oregon at the legislature, provides training, etc. Charter schools are allowed to join OSBA as Associate Members. Recently an e-mail came out from OSBA saying that at the conference in November they are going to present a proposal that OSBA be turned into a non-profit and if that is approved then charter schools will no longer be allowed to be associated but will be able to join by contracting through their sponsoring district.

PACE is a cooperative venture with OSBA. SJS gets liability insurance through them at a very good price. If the proposal passes SJS likely will not be able to buy insurance from them.

VI. Adjournment – 9:52 pm

Next Meeting: Monday, October 16 2017 6:30 pm