



Foundation Board –Regular Meeting
SJS School, 430 SW Monroe, Sheridan, OR
Monday, April 17, 2017– 6:30 PM

Meeting Minutes

I. Call to Order and Roll Call – 6:33 pm

In Attendance: Dick Paay, Gay Hall-Pentecost, Andy Scott. Charles Broadwell is to arrive later.
Guest: Anne Ballard

Agenda: The board decides to move the June Fundraiser discussion to the first item while waiting for Charles to arrive so there will be a quorum.

V. B. New Business

a. June Fundraiser (Anne Ballard)

Dick publicly thanked Anne Ballard for selling the hot tub that was donated to SJS last year.

Two fundraisers will be held in June: Saturday, June 3 is the Picnic in the Park (Sheridan City Park) and Saturday, June 10 the Go Granary 5K run in McMinnville. Tanya Tomkins is heading up the 5K fundraiser, and Anne Ballard is heading the Picnic in the Park.

Family friendly music is lined up (three bands). Anne will meet with Linda Saunders, the food services director at the Retirement Village in Dallas and grandmother of two SJS students. She and her chef will work with Anne to develop the food plan and they will also donate items. A parent is working on getting donations from grocery stores, another one is working on raffle and silent auction items. It has been difficult getting volunteers.

The Sheridan City Council has approved serving local beverages (including alcohol). A 20'-40' canopy will be put up and the area will be roped in for serving wine; all alcohol must be contained in that area. The musicians will be on a stage located to the right of the pavilion, and the food will be on the pavilion, both of those areas are accessible to electricity. There will be a ticket area and anyone wanting to purchase food or beverages will have to buy tokens at that spot, so there will be no cash transactions at the food or beverage area. The ticket takers have the right to card anybody and colored wrist bands will be provided to designate who is allowed to purchase alcohol. Only OLCC licensed servers will be allowed to serve alcohol. Anne is doing the application for the OLCC license and also through the Yamhill County Health Department a temporary restaurant for food booths at events permit. The SJS stage will be used for the music, with a 10' x 20' canopy. The canopies will be rented, and they will be delivered and set up. Tables and chairs may have to be rented as well. Dick says that the West Valley Community Campus may be able to loan tables and chairs. There are two port-a-potties on site, and the City Manager will open the park restrooms and have them cleaned. Two additional port-a-potties will be needed.

The Voit family has a winery and will contribute and serve wine. Anne will ask if their insurance will cover this event or if we need to get event insurance. SJS liability insurance through PACE does not cover

alcohol-related liability. Hagan Hamilton has suggested that the winery who is serving needs to add SJS as an additional insured for that event for liquor liability. Under SJS Policy 3018, alcohol at school-related event is not allowed except "With specific Board approval, alcohol is allowed at off-site school events; if children are present, their parents must also be present and responsible for them."

The park is open to the public, but if people want to purchase drinks or food they must have a wrist band and purchase the tokens. People could just show up and listen to the music.

Andy will have the parent council start calling people for volunteers, and would like a list of how many people are needed for what jobs and at what times etc. Laura Dotson is heading up a children's area which will include a professional face painter and professional balloon artist. Kathy Forster is working on a raffle and silent auction. The goal is to have eight to ten really good items, not a bunch of small items.

Dick will look into getting some of the flyer printing donated. Anne will write an article for the Sheridan Bulletin, and two or three times before the event will purchase an ad about the event.

The Board needs to vote on whether to authorize alcohol at the event and will do so when Charles arrives so that a quorum is present.

This discussion resumed after the Activity Bus discussion V.A.c.

IV. School Business

A. School Report

Andy reviewed the school report after Anne Ballard's presentation on the fundraiser.

Oaks /Smarter Balance. Assessment testing is going smoothly. At a future board meeting Andy will show the new draft of School Improvement Plan for the 2017-18 school year, and will discuss increasing achievement and guiding professional development to reach that.

(Charles arrives at 7:15)

Enrollment. Currently 87 students. One high school student left for personal reasons, past the deadline for enrolling new students.

Information Night. This went very well with a large turnout. Andy showed three student-generated videos. The lottery was held Friday April 14 and there is a healthy waitlist.

Aozora. Enough students have enrolled to justify two teachers. Davis will be gone for most of the first week due to JLeap training. Kayla Lindsey has done Aozora since its inception. Five more host families are needed for the English Tree middle school visitors from Japan.

Shukutoku Yono. The current long-term students are leaving Wednesday April 19. Andy has secured a few host families for the September weekend, a total of 22 are needed. There are a few applications for the long term students. He is budgeting for two long term students, but hoping to get four.

Japan Trip. No major updates. Thirteen total people.

Accreditation. Today Andy submitted a progress report to AdvancED on two areas for improvement: professional development and data collection analysis. With our small staff some of this is hard to do as we don't have "teams" for data analysis.

Educators Fair. Andy has one teacher opening for sure and one other deciding whether to stay or leave. From the Educators fair he has candidates for both positions. The positions have not been posted yet. He does not have candidates for any part time position.

Summer Schedule: Japan trip is June 19-July 1. Andy is planning a vacation July 2-12, during that he will be working on Aozora. Aozora is July 24 through August 4, but the Japanese exchange students will be staying a few more days with more field trips. On August 7 Andy will take the English Tree students back to Japan (English Tree will cover his airfare), and he will stay a week.

II. Approve Minutes

This item was discussed after the School Report when Charles arrived.

Charles moves to approve the regular meeting minutes and the executive session minutes of March 20, 2017, Gay seconds. Motion carried unanimously with Dick voting.

III. Treasurer Report

The February financials were received today. They are running neck and neck to last year. If the fundraisers don't spend a lot of money on the events appreciable money could be made from them.

Dick led a bank discussion. Columbia Bank has been running around \$50-55 per month in net costs (\$600/year). Dick went to Columbia Bank to ask about not having these fees. Their recommendation is that we switch the type of checking account as the current account has features we don't use. Dick requested a change in type of checking account to one that gets rid of all the charges except for a charge for EFT's which will run about \$8.50/month. However, that checking account doesn't pay any interest. Dick suggests shopping now for a CD that will pay 1 or 2%. The checking account has been getting .25%, and the money market account is even lower (.1%). This discussion arose because we are almost out of checks, so 250 checks were ordered and this will be pursued in the summer. Charles will look into a CD for around \$100,000.

V. Foundation Business

- A. Old Business
 - a. Contracting

Andy and Dick met with the Director of the support foundation for Kings Valley Charter School. A model like this would be a big money saving opportunity if it would work for SJS. It would avoid paying PERS, moving into a 403(b) retirement fund where the school puts in a certain amount, and teachers can contribute if they want. One difficulty is that two entities are running the school: The Director is working with the original board to set the mission and guide the school. The non-profit hiring/contracting organization is in charge of evaluating, hiring and firing employees, although the Director has input. This is a different relationship than SJS could have with the non-profit because the KVCS started when Philomath closed the school in that area, and a group of parents got together and started the charter school and support foundation.

The SJS charter contract was reviewed. Clause 9.4 Third Party Contracts: Contracts with District states: "The Corporation shall not enter into any contract for school management services, to be performed in substantial part by an entity not a party to this contract." Dick's interpretation is that the SJSF board and Executive Director would still be managing the school.

There are three other formats that charter schools use to not have most of their employees be public employees. The KVCS scenario seems like it won't fit, so SJS needs to check out some other scenarios.

Discussion about the PERS system and costs generally and how it affects total compensation.

The board reviewed another clause in the charter contract, 10.3.4 "Pursuant to ORS 338.135(5), the Charter School shall participate in the Public Employees Retirement System (PERS) for its employees." The other charter schools are making sure that technically the people teaching there are not their employees, they are private employees.

- b. Governance Policies Review

The Governance Policies Review was tabled due to having board members missing.

Dick states that SJS has been requested by two companies for public records, one requesting 7-8 years worth of purchasing records. Their explanation is that with the information they could create a database for other people to use to see if someone else is buying from somewhere else cheaper. Dick researched requests for public records and found that money can be requested for generating these records. Dick responded to the requests with a rate for an office manager time and asking for a deposit for anticipated time. SJS can't deny a request for public records but can have a policy for costs associated with requests. Dick will draft something addressing that.

c. Activity Bus

Dick states that the idea of purchasing an activity bus is dead due to complications with student transportation. He wonders why the district will not compensate for a curriculum-related activity bus. Field trips that require a bus are paid out of pocket by SJS, but the McMinnville to school and back bus is covered for 70% under their agreement. He and Andy would like to address this with the district.

VI. B. New Business CONTINUED

a. June Fundraiser (Anne Ballard) CONTINUED

Dick gave a summary of Anne Ballard's discussion to Charles and talked about the alcohol policy and insurance requirements. It is possible to buy one-day hosted liquor liability main event insurance if the winery does not provide coverage under their insurance.

It was noted that they can't guarantee that children's parents will be present at the park to listen to the music, as public children may show up at the park. The alcohol area will be cordoned off. Parents need to be told that if their children come the parents need to be present

Gay moves that the board approve the event including alcohol per regulations. Charles seconds. Motion carried unanimously (with Dick voting).

b. E-Rate vendor

Through the E-Rate program the Federal government subsidizes internet and to some degree phone services. The current SJS contract expires June 30, and a vendor must be decided upon based on E-Rate specifications. Three bids have been received. The current vendor, Online NW, is clearly the least expensive and SJS has a history of good technical support with them. The bandwidth will be expanded from 25 Mbps to 50 Mbps.

Charles moves to accept the Online NW bid for a one-year contract. Gay seconds. Motion carried unanimously.

c. Cash Management Policy

Referring to the earlier discussion on bank fees, review of these fees isn't an assigned duty but Dick would like to add to our cash management policy that bank accounts and deposits are reviewed annually, probably with a report to the annual meeting. The object is to meet with the bank and make sure that we are using what we're buying and that we have a competitive interest rate. Suggested that all bank accounts be reviewed in August before the annual meeting in September. This will be addressed at the next meeting.

d. New Board Member

No application has been received. Beth Martin picked up her application about a week ago. Gay will see her on Friday and will ask her if she has any questions about the application.

Charles stated that Atsushi has a new job, he is not sure he can still attend the board meetings but thinks it will probably be doable.

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

The board adjourned to executive session at 8:21 pm.

Executive session adjourned at 8:32 pm.

Dick made a clarification on the E-rate package for internet and phones. It should reimburse 70% of the cost of internet and 10% of the cost of phones. The agreement is for 36 months.

Charles moves to change the earlier decision as far as the term of the E-rate agreement with Online NW from one year to three years. Gay seconds. Motion carried unanimously.

Charles reminds the board that the Healthy and Safe Schools Plan regarding water testing needs changing to be more thorough, as requested by a PACE representative.

Dick notes that this summer's OSBA training session has one strand very related to charter schools, although it is from the charter school sponsor perspective. The trainings are July 14-16.

VII. Adjourned at 8:38 pm

Next meeting Monday, May 15, 2017 at 6:30 pm