



ing Excellence Through Global Education
Sheridan Japanese School Foundation Board

Foundation Board –Regular Meeting
SJS School, 430 SW Monroe, Sheridan, OR
Wednesday, August 30, 2017– 6:30 PM

Meeting Minutes

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

In Attendance: Dick Paay, Ann Meyer, Gay Hall-Pentecost, Beth Martin, Jennifer Schulze. By Phone: Charles Broadwell, Atsushi Hisaka.

Guests: Anne Ballard, Kate Davis

Agenda Item V.B.d. (Anne Ballard – Fundraising) will be discussed first so she does not have to stay for the whole meeting.

Ann moves to approve the agenda with the order change, Gay seconds. Motion carried unanimously.

II. Approve Minutes

Charles moves to approve the regular meeting minutes of July 17, 2017, Ann seconds. Motion carried unanimously.

V.B.d – Anne Ballard - Fundraising

Anne has 11 cases of wine remaining from the Picnic in the Park, which she paid for personally. She suggests a raffle of the wine, selling 150 tickets for \$100 each (can do only one raffle in a 12-month period). An application can be made to OLCC for this (no fee required). The value of each case is \$180 to \$240. The objective is to raise \$15,000-\$20,000.

Discussion about methods of getting volunteers involved, and having the wineries help sell tickets, etc. The board will discuss this fundraising idea later.

III. School Report

Jennifer reports that she has had a blast this last month. She wants to make this a place where people are happy to come teach, learn, volunteer, and serve. She met all but 15 of the current students and parents in registration conferences. While there are a few scheduling items to work out it is going well. Enrollment is at 88 students. A few seniors have left, some due to needing enough credits which they can get at Sheridan All Prep. Four years of Japanese can sometimes be an issue for graduation.

Jennifer's personal goals are:

1. Consistency. If we say we are going to do it we do it.
2. Rebuild community.
3. Relationships. Working on relationships in SJS and the rest of district and the Sheridan community.

She has met with the parent council, and will address their concerns with the council Bylaws. They have been charged with power that maybe they should not have, for example they were told they were a step in the parent complaint process about student issues, and they don't want to be part of that. Jen thinks that parents shouldn't have that information about other students. The council just wants to want to raise funds, not advise about curriculum or discipline.

The Spirit and Morale committee also met with Jen. Jen is taking over the student store to be run by students involved in a business management elective, in which students will be in charge of the business plan, budget, inventory, all aspects of the store. They will look at smart school snacks, and what other items they might want to sell, including Japanese items.

Atsushi is helping rebuild the SJS website. The existing website is very difficult to manage and Jen has purchased a WIX website and started building it. She is considering running a public relations elective and having hand-picked, responsible students run the website, have them make an alumni database, and run the SJS facebook page.

The big school focus is "WHY did you choose SJS?" Jen explained Simon Sinek's "The Power of Why" to the board. She is ordering school shirts on which each student will write their personal why. She asks the board to think about their why, in the format "to _____ so that I can make a difference."

For the first part of teacher in-service the teachers went through every aspect of the student handbook. Lots of changes were made and redline tracked. She notes that the handbook is a mixture of previous directors' input, and there have been changes over the years with the new common core state standards that are changing education. Some things didn't exist when the handbook was first written. We ask the students and parents to sign the handbooks, so we need to be sure that we are following what it says.

A major change is in the Student Code of Conduct (section 2). The teachers picked five things that they feel embody the core values listed in the handbook: Respectful, sensible, persistent, brave and proud. The teachers are making matrices to determine what does it mean to be each of these things in each of the different spaces in the school.

Another major change is the Dress Code, and she had already heard that there are a lot of issues. The teachers found a policy from a school in Indiana that they liked. They want to teach kids, raise rigor, and don't want to fight about hats and clothing, don't want to kick them out of class due to clothing. We also have students who do not identify as male or female and when someone has a bone to pick the dress code can be an issue. However, there is an SJSF policy on the dress code that is more restrictive than the proposed policy.

The teachers have asked at bare minimum to remove from the policy the ban on hats, etc. because that has been the biggest issue. Gay notes that she would like bandanas to be banned because they have been related to gang activity in Sheridan. The board also agrees that torsos should be covered, no halter tops or spaghetti straps, and no underwear showing. The board proposes trying the dress code revisions for the first semester and then reassess.

Another SJSF policy that would be changed in the handbook is 2.5 Violations of the Code of Conduct.

Students have pointed out that while in our policy Gnten is less severe than Chuui, the actual meaning for Chuui is warning, and Gnten means to lose points, so that system is already flawed. It is proposed to replace this with different words.

Starting with the positive aspect, arigatos will continue to be the rewards. An incentive jar (Yabai jar) will be started for risks and rewards. Above and beyond that is a Yatta. This is a great honor, and will include becoming a member of the Yataikai club for a month, ability to enter into a drawing for rewards, attendance at director luncheon, recognition at assemblies.

On the disciplinary side, all students who follow the code of conduct are entitled to basic privileges. High school students have the right to go off campus for lunch. They would lose that for violating the code of conduct.

The new disciplinary levels are:

- Shidou- guidance or coaching
- Chuui- warning
- Keikoku – admonishment (for the accumulation of five chuuis, physical assault, other major issues).

Keikoku's are handled on a case-by-case basis. The issues go directly to the Executive Director, and parents/guardians will be called. The SJS staff will spend the first few weeks of school working with students to clearly define violations of the code of conduct.

Beth moves to approve the changes in the handbook including the Code of Conduct and dress with the changes that are suggested (no underwear showing, no bandanas, no torso, no spaghetti straps, no halter tops) for one semester then revise as needed. Charles seconds. Motion carried unanimously.

IV. Treasurer Report

Ann has reviewed the July bank statements. The check for the CD at Key Bank has cleared the bank. All the vendors are regular. The June 2017 financials were received from Jesse.

V. Foundation Business

A. Old Business

- a. Policy Review – no additional policies discussed.

B. New Business

- a. SJS Bus Group

Sixteen people are signed up for the bus and the annual cost is \$1,150 each. This is considerably more than it was the first year, when it had been billed at the “field trip” cost. There is not a reduced rate for a mini-bus. The bus group is offering the ability to ride one way only. The bus group has to donate ½ of the quoted amount to SJS and then Dick will sign the contract with district which will include a six week out clause.

Ann moves to proceed with the bus group with a six-week cancelation clause in the district contract. Charles seconds. Motion carried unanimously.

- b. Employee Health/Dental Insurance

The board reviewed the comparison sheet for insurance plans provided by Hagan Hamilton. The Healthnet renewal cost is nearly 30% higher than last year. To have approximately the same benefits as the Healthnet plan, the Providence Option 2 is closest in terms of deductible and out of pocket. This will include Jennifer's family and grandson. This plan is a 2.3% increase over last year, and the budget has 10% increase built in. The ODS dental plan offered is the same plan as currently in place

Ann moves to approve the Providence Option 2, seven employee only and one employee plus family, and adopting the ODS dental plan as quoted. Beth seconds. Motion carried unanimously.

- c. Handbook Approval – this was done under III. School Report

d. Anne Ballard – Fundraising was discussed earlier

e. OSBA Conference

The OSBA conference is in November. There is a very low cost for new board members for board member training (\$75.00) for the two-day conference. Lisa will send out information to the board.

f. Banking

SJS bought a two-year CD at Key Bank for a special rate. That bank also has .65% on a fluid money market checking relationship. If SJS could float back and forth between checking and money market we could make \$650 /year if that averaged out to \$100,000. Key Bank does charge for the electronic payroll deposit, possibly \$20-30 per month and we would have to buy checks. The board is not sure the net gain would be worth it, given the hassle to change banks.

g. Board/Staff Get-Together

Ann has offered to host the staff at her house on a Friday afternoon for a get together. Jen will check with the staff on dates.

Adjournment – 9:44 pm

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