



**Foundation Board –Regular Meeting
SJS School, 430 SW Monroe, Sheridan Or
Thursday, March 19, 2020 – 6:00 PM**

Meeting Minutes

I. Call to Order and Roll Call – 6:04 pm

In attendance: Stephanie Jensen, Elaine Burke, Suzan Young, Gay Hall-Pentecost, Jen Schulze and Beth Martin.

Jen adds executive session under ORS 192.660(2)(f) and 192.660(2)(i) to the agenda.

Elaine moves to approve the amended agenda. Gay seconds. Motion carried unanimously.

II. Time for Public Comments-none present

III. Approve Minutes

Minutes for 1/23/2020: No changes are necessary as the minutes presented in February in regards to the discussion of the budget were accurate.

Gay moves to approve the minutes as originally submitted, Elaine seconds. Motion passes unanimously.

Minutes for 2/20/2020: Change the wording from summer school to summer camp in the minutes section.

Elaine moves that we approve the amended minutes, Suzan seconds. Motion passes unanimously.

IV. Treasurer Report

The financial reports have not arrived as of today, so Gay cannot present them. She will present the information at our next meeting. Gay has reviewed February's bank statement and there is no unusual activity.

<At this point we were joined by a parent via Zoom>

V. School Business

A. School Report

Jen presented us with a written school report. Steven Sugg has sent us a letter outlining procedures for the school closure due to Covid-19. Teachers will report back to school on March 30 & 31 to produce supplemental material. Jen and Lisa reached out to all but 2 of our families and they were all fine with going to an online model but the state has not approved that yet. The main concern is equity in that it is going to be impossible at this point to service SPED students. The rest of the discussion centered around how to move forward in regards to planned field trips, parent conferences, teacher evaluations and state testing. Another board policy work date is scheduled for April 4, 9am-12pm.

Elaine moves to allow the director to have the discretion to waive part of the Japanese language requirement for incoming students who come to us after their freshman year. Beth seconds. Motion passes unanimously.

Beth moves to allow Jen and Stephanie to move forward in setting up a Paypal account to accept payments through a card reader. Elaine seconds. Motion passes unanimously.

VI. Foundation Business

A. Old Business

a. 2020-21 Budget

The proposed budget does not include any cuts and includes buying remaining chromebooks to put us to a 1:1 for students, keeping 1½ Japanese teachers, hiring a half-time social studies teacher to allow Glavan to become half-time TOSA and hiring a half-time SEL coach with SIA funds.

Elaine moves to approve the proposed budget. Beth seconds. Motion passes unanimously.

b. School Credit Card

Jen spoke with First Federal. We can get a card in which the fee is waived the first year and will be \$99 annually after that. We will get 3% back on hotels and airfare each month which will more than cover the yearly fee.

Elaine moves to proceed with the Visa Business Rewards Plus Card.. Beth seconds. Motion passes unanimously.

Elaine moves that a credit card will be issued to the executive director, the office administrator and the assistant director/TOSA. Beth seconds. Motion passes unanimously.

c. Updates on Volunteer Recruiting Efforts

Stephanie and Beth were reaching out to people but have decided to put this hold because of unknowns due to the school closure.

d. Work Session Review

Everyone expressed that it had been very productive in giving us a chance to reflect on and express what we felt were long and short term goals, such as a marketing plan. The next session is scheduled for May 30, 9am-12pm.

e. Board Policy Session set for April 4.

B. New Business

a. 2020-21 Calendar

Calendar is similar to this year's. Graduation conflicts with Sheridan High School's graduation but it is decided to leave it up to next year's seniors to decide how they want to handle that.

Elaine moves to approve the proposed calendar. Beth seconds. Motion passes unanimously.

b. Board Comments

Gay asked if Dick had formally resigned from the Board. No official word has come from him at this point.

Executive Session commenced at 7:35 pm

Executive Session adjourned at 7:46 pm

Regular meeting adjourned at 7:46 pm

Next Meeting April 23, 2020, 6:00 pm