



**Foundation Board –Regular Meeting
SJS School, 430 SW Monroe, Sheridan, OR
Monday December 17, 2018– 6:30 PM**

Meeting Minutes

I. Call to Order and Roll Call – 6:30 pm

In attendance: Dick Paay, Jen Schulze, Elaine Burke, Charles Broadwell.
Guest: Keiko Suzuki and John Stanislaw

Jen asks to add classroom enrollment cap discussion to the agenda under New Business (f).

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

Keiko Suzuki is the exchange Japanese teacher through the JLEAP program, and made a presentation to the board about the program. The program provides a Japanese native speaker to an American school, who teaches Japanese with a lead teacher. She said it has been a very good experience, but sometimes class management is difficult. She is here on a cultural exchange visa and has done some traveling around the states. At this time there are nine Japanese levels in five class periods, so having Keiko here to assist Davis is very helpful. She has been very instrumental in bridging the communication gap working on the Japan Trip plans and a possible SJS student to go to Japan for three months.

II. Approve Minutes

Charles moves to approve the regular meeting minutes of November 19, 2018, Elaine seconds. Motion carried unanimously.

III. Treasurer Report

The 990 Tax return will be discussed under New Business so that is not part of this discussion. The November financials came in today. This is actually a month ahead of what the board usually reviews. There is nothing really significant in these financial statements. Activity fees are at \$9,274, which includes English Tree payments for Aozora and the deposits where Japan Trip has been entered. It was noted that the Japan Trip funding should be on a separate line item to match the budget.

Per policy, Dick has reviewed and signed off on the Columbia Bank statements and reconciliations. The transactions are in the normal amounts. There was one check that went through the bank with only one signature, which is not supposed to happen. However, it was for a legitimate expense. The First Federal funds were reviewed and signed off as well.

Dick plans to make a handout that lists the things to review and is checked off and signed by the Treasurer.

IV. School Business

A. School Report

Jen noted that students have a lot of anxiety nowadays, some with school some with home. Three current students have very poor attendance, two of them related to medical issues. Jen can write a 504 plan to help those two. One of them has a temporary medical issue and high anxiety. That student passed the 10-day absence mark and was automatically unenrolled, and subsequently she met with the parents and established a 504 plan for support so they could continue to be enrolled here. The student can stay enrolled in the three content courses that are tested in, and drop Japanese and Social Studies. To work from home they have to have five hours a week recorded as tutored time. The problem is our board policy says you have to be enrolled for five courses at SJS to be enrolled here. However, the SJS board can make an exception for medical issues.

Elaine moves to approve an exception to the policy requiring a five class enrollment for one student that requires a medical exemption for the school year 2018-19. Charles seconds. Motion carried unanimously.

The other student is currently on a waitlist for residential care. There is a 504 established but it is not working to get that student in the class. The mom does not want to lose the student's spot at SJS. The student will be kept on the books for enrollment until the 10-day rule period is reached, but then they will be unenrolled. At this time there is no student on the high school list, so if they are unenrolled and then reapply there may be chance they could re-enter SJS.

The test data was re-reviewed and looks much better. This was shared with the teachers as well. It is hard to compare the data with other like schools, as there are not really other schools like SJS. Overall, charter schools are still out-performing regular public schools. The tests get harder and harder and opposition to them has grown. The STAR data indicates that it is a good program for our students to be using.

The third Monday in February is a holiday. The February board meeting is re-scheduled for Monday, February 11.

V. Foundation Business

A. Old Business

a. PERS Discussion

This is a continuing discussion on having an employee working at SJS partly paid by the school and partly donated to the school so the employee would not reach the PERS threshold. Last month Dick presented this as splitting the PERS savings 50-50 between the school and the employee, but that is actually a board decision. The major consideration is the \$462,000 liability that SJS has to the PERS system per the audit. That keeps going up every year and if it can be kept from going up quite so fast that would be advantageous. The one teacher that is under the split program now is on a 50-50 split of the PES savings, so she essentially gets a 14% increase in salary and the other 14% is savings to the school. The board could choose as an incentive for staff to stay to give the whole 28% to the employee. The benefit to the school would be keeping the PERS future liability from rising so rapidly.

Jen noted that 38% of the teachers in Oregon can retire today, and there are not enough teachers trained or in training to replace them. If that happens, it will be harder for SJS to recruit because we will not be able to pay the teachers what they can get more from other places. Today the teachers who are here are here because they have autonomy.

b. Lease Payment

The building lease payment has been paid in a lump sum in January with Dick paying interest on the pre-payment amount, which amounts to about \$4,200. The board decides to move the motion to the end of the meeting when Beth is expected to be present so there is a quorum.

c. Executive Director Evaluation

The evaluation sheet was revised. The evaluation will be done at the end of the school year.

d. Intercom System

Dick has received two quotations and perspectives: one from Online NW and one from Keith Martin. (Three quotations are needed per policy). The two inputs received are quite a bit different, one uses the hard wiring in the building and the other seems to include an upgrade to the wifi routers. Jen is concerned about being able to communicate with everyone at one time when there is an emergency. The current needs in the school are much different than they were when the building was built. Some core specifications need to be created so that everyone is bidding on the same thing. It was suggested to check with architects, other schools, engineers to see what is being done at other schools. Dick will also talk with Scott Burke and Keith Martin.

B. New Business

a. Finance and Governance Policy Review

Tabled.

b. Tax Forms 990 and CT12

The 990 and CT12 are the non-profit version of the income tax forms. These were sent out to the board members earlier. The level at which they are filled out depends on the gross receipts of the institution. Jesse, the CPA filled the forms out. Dick found one glitch which Jesse has fixed. The 990 has a question if it has been distributed to the board members for their review. Dick is ready to sign it and allow it to be sent in.

Charles moves to approve the 2016 990 and CT12, Elaine seconds. Motion carried unanimously with Dick's vote.

c. PE Teacher Qualifications/Requirements

The 2007 House Bill gave until 2016 two years to be in compliance with the new rule requiring 6th-8th graders to have 225 minutes of PE per week. The current implementation deadline is the fall of 2019. This will require a PE teacher at SJS. Jen looked at the possibility of offering an extra duty contract to an EL/MS licensed teacher to teach PE during their prep time in the morning, rotating between EL and MS. This would be problematic in creating different start times for different students.

A half-time teacher would not provide enough coverage. With five contents in five periods, if an extra PE class is added for only EL and MS, what the HS students do during the extra period? Basically, with Rajio Taiso and Manichi Undo the students need 20 more minutes per day to meet the required minutes, which must be taught by a teacher and have a curriculum.

There are not enough licensed PE teachers in Oregon to cover all this anyway. Jen will investigate options.

d. Budget Review

Last year the budget was revised retroactively, and that was mentioned in the audit. The board has been talking about Intercom system expense and some upgrade to the security card lock system, but the budget does not have funds for these, and probably building repair maintenance, telephone and internet will max out over the year. None of these have included spending an extra \$5,000-\$10,000. The board needs to consider this and look ahead at revising the budget.

Beth called in and the board talks to her about the lease prepayment question. She agrees that the lump sum in January is fine.

Beth moves to pay the payment in one lump sum if it causes no problems financially, Elaine seconds. Motion carried unanimously.

e. Building Security System

Innova, a security system company in McMinnville, came out and talked to Dick and Lisa about what they could do in a security system. The representative estimated the cost would be around \$4-5,000, and said he would get back with Dick last Wednesday, but has not yet. Under policy a third quote is needed as well. A&E quoted around \$1,100 to upgrade, and we have a bill with them for \$700+ that for access cards, which is too high, so they were discussing offsetting this bill in the upgrade. Dick will get some references for Innova, and will contact another local security company, D&D, as well as looking at national vendors.

f. Enrollment Caps

A 4th grade student has left so there are only five students in the 4th grade and 12 in the 5th grade, for 17 total. There are no 4th graders on the waitlist. The 4th grader who decided today to leave may change his mind, and Jen has told the mother she would not fill the spot until tomorrow. There are 37 middle school students, and a big wait list at all three grades, and 33 students in the high school with no one on the wait list, for 87 students total. There may be another high school student or two leaving. Jen is wondering if she can enroll the 5th grader who has been on the waitlist for a year and is a sibling, which would put the 4th-5th grades at 18 total. The board reviewed the enrollment cap set previously, and determined that the only place that there is room is 6th-7th grades, but not in 8th because it is at cap of 15 already.

John Stanislaw leaves.

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

No executive session.

VII. Regular Meeting Adjourned at 9:15 pm

Next Meeting: Monday, January 14 at 6:30 pm