



— 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, April 26, 2021 – 6:00 PM

Meeting Minutes

I. Call to Order and Roll Call – 6:02 pm

In attendance: Eli Justman, Beth Martin, Gay Hall-Pentecost, Suzan Young, Jennifer Schulze

Beth moves to amend New Business a) to include the letter/proposed budget, Eli seconds. Passes unanimously. Amend Old Business a) executive session 192.660(2h). Eli moves to allow the executive session, Beth seconds. Motion passes unanimously. Eli moves to approve the amended agenda, Beth seconds. Motion passes unanimously.

II. Approve Minutes

Regular Meeting 3/29/21

Eli moves to approve the minutes, Beth seconds. Motion passes unanimously.

Special Meeting 4/7/21

Eli moves to approve the minutes, Gay seconds. Motion passes unanimously.

Work Session 4/12/21

Gay moves to approve the minutes, Beth seconds. Motion passes unanimously.

III. Treasurer Report

- Through February. Everything is at 60% but that is usual.

Gay moves to move the money from the money market account to the checking account in Columbia. Eli seconds the motion. Motion passes unanimously.

IV. School Business

A. School Report

- Jen: we are at 65 students. Additional closure information is attached
- There was not enough interest in continuing the program from the survey for the district to envelop us.
- There has been no response from the blueprint that was posted for parents.

- Things are going really well with in-class instruction.
- No school W-F due to conferences.
- Graduation will be June 5th in the morning to be able to attend prom.
- Last day of school will be one day with one cohort and the other with the other cohort. Will still have the big sandwich day for each cohort. Still working through 8th grade promotion guidelines, of which there are none.

V. Time for Public Comments

- None at this time.

VI. Foundation Business

A. New Business

- a. Letter/Budget from Parents re Closure
- According to the law, how many teachers must be licensed? How about the director?
 - Jen: the agreement with the district further limits staff to be licensed. PE: we must provide PE with a teacher that is licensed to teach PE. Administrator: ORA 584-235-0010 Charter administrators show up under professional license not principal license. There has been controversy about this. After a year of discussion, TSPC told me they didn't really mean this but they didn't change it. The ORA still reads that charter schools require professional licenses. Steve said he was fine and wasn't going to push the issue. This has not come up under Dorie to know her stand.
 - Eli: TSPC has various license requirements but it has not made it clear what they require. But the district has authority over us and they have not stated what they want.
 - Beth: We need further clarification because they are two different licenses.
 - Jen: They also have charter school licensure but I am not clear what that covers. But in March 2019, TSPC changed the OAR so that the preliminary licenses became principal not superintendent.
 - Beth: So does the district want at least a principal license?
 - Jen: When I was hired, SJS wanted a licenced administrator. I had the proper license at my hiring. After I was hired, TSPC changed the rules.
 - Eli: Is there an ORS that says that a charter school administrator must have a certain license?
 - Jen: I don't know. All I have is ORA 584-235-0010. I am going off of the letter from TSPC saying that I needed my

professional license. I have not seen anything specific.

- Beth; The parents are wondering what license does the director have to have?
- Jen: I don't specifically know, but All-Prep does not have a professionally licensed administrator and Steve was not concerned but the district needs to be contacted to see what they want now.
- Elaine: 50% must be licensed by the state but the district wants more than 50%
- Jen: Yes, and PE is even more ambiguous.
- Elaine: the vote to close the school was not on the agenda but it was on the agenda as the future of the school. Based on Kritsten's presentation, we saw no other option. Also, the difference between closure and termination was drastic and closure was a much better option. Kristen was going to present later in the month to the board and we felt that there was a distinct possibility that we would be terminated.
- Beth: I always believed that something would work out but Kristen did look at our scenarios and she still presented that we really had no real options. The audit caught us off guard and after her presentation, that is the route that we saw was our best option.
- What about Dick's offer to lessen our rent? Why was there no vote on that?
- Eli: I moved to respond to Dick to ask if he could give us a no strings attached offer. The discussions around cutting our rent always were based on us maintaining certain aspects of our school. At that time, we could not agree to any restrictions.
- Elaine: any emails sent to the board are public domain and you can ask for them.
- Elaine: money coming in...
- Jen: ESSER 1 was already dispersed to us and the district doesn't have to share any ESSER 1 are part of the American Rescue funds. But we were given us \$16,000 and we have already used that money. ESSER 2 has not been given yet and has very specific requirements. These funds are for 2 years and since we don't have a two year plan, we don't qualify for those funds. It must be spent first and then reimbursed. ESSER 3 is also part of the American Rescue fund and could be given to us but again it requires a 3 year plan. Dorie has no plan to give us any of that since we have no 3 year plan. Also the money cannot be used to supplant budget funds. All links are on the ODE website
- Elaine: update for survey
- Jen: 20 people had responded by meeting Dorie. Other

responses trickled in. There were also multiple responses from the same families, and those were not counted. There were 35 responses by the end. There were only 35 students who wanted to do scenario 1. There were only 21 students to do scenario 2 and only 7 who wanted scenario 3. So Dorie has officially said that this is a no go due to lack of interest.

- Elaine: Is the district planning on adopting us?
- Jen: No.
- Elaine: We also received a budget today from the parent group. Have we had a chance to look through it? Does the board have any questions? Is there a representative from the group who wants to walk us through this?
- Amanda: thank you for the time. I reached out to other charter schools who seemed most similar. Some schools got money from CARES and some didn't. We have a math teacher/ a science teacher, a LA/history, japanese teacher, elementary school teacher. A director was a part time teacher or a half time business teacher with a half time lead teacher. A 70 student (20 hs and 50 middle/elementary).
- Judy: I am a founding member of the non-profit and japanese school. I am aware of the toll of being a board member especially at this time. I believe that when Kristen came into your meeting that none of you had the intention to close and you kind of felt you had to at that moment. I feel that some board members are too tired and are overwhelmed. But the people that I am working with now have a fire in their belly to move forward even though they do not know alot of what goes on. From day one the school worked within the budget. We did not get extras until we raised that money, literally. We had 4 teachers. For every 9ish new students, you can get a new staff member. This is a very bare bones budget based on ADM and donations. IF you (the current board) cannot envision this please let others do the work.
- Ann: could not find anything that does not prevent the reversal of the closure even with the school board accepting the letter of closure. We really have nothing to lose at this time, so letting us move forward does not hurt anyone.
- Gwynn: Speaking on Todd's behalf: He is a native Oregonian. We moved to Sheridan mostly because of the SJS. When Oliver got to come to this school, he was so excited. Todd has experience on boards and please reconsider reopening the school.
- Jen: my letter to the district?
- Ann: you submitted a letter to the board asking them to close the school?

- Jen: I informed the board of our closure, and Dorie put that on the board agenda because we had to as part of our closure processes. It was not my agenda item and it did not ask the board to close the school. Dorie asked them to accept our closure.
- Eli: regarding staffing and budget: how would the staff salaries compare to current salaries?
- Ann: we used the highest salary of the current teachers.
- Elaine: about \$39,000?
- Eli: if you were to employ this budget, have you set up a simulation of a schedule?
- Judy: I have done this in the past.
- Eli: I was curious as to how far have you gotten with this?
- Ann, Amanda: no we have not. It depends on the pieces of the puzzle. And we also need to add the TA's into the schedule.
- Cliff: When I was working as a teacher there, that was roughly our allotment of teachers. This will work with 70 students and we would only increase as we gain students.
- Eli: thank you that answers me.
- Elaine: in regards to 70 students, what happens if you don't get the 70 students, what is your vision of what you will do if you only have 65 in July? What are your thoughts on that?
- Judy: We don't have all of the answers. We haven't had time to get all of the answers. I know there is a low point of how many students that we must have to have to fulfill our agreement with the district.
- Ann/Amanda: many people have asked to donate but right now we are only planning on using state funds. Eola Hills charter only has ADM funds.
- Eli: What licensed school administrator did you work with? Cliff Monroe. What do you mean by a minimum reserve of \$10,000 for fundraising?
- Judy: We can easily raise that money. We have challenged ourselves to raise that money and we can easily do that.
- Elaine: Were there any restrictions from Dick in his offer to lower the rent to zero?
- Judy: no
- Beth: Are you planning a director teaching on top of the four teachers?
- Ann: yes, 7 total staff. There are no restrictions in the letter.
- Beh: when you say 7 staff, 4 teachers, a director, a ta and an office person?
- Ann: yes
- Beth: Have you spoken to the SSD about this?
- Ann: We informed them but we haven't heard anything yet.

- Beth: what was said and why do you not think the 501C3 would not continue after the closing of the school?
- Jen: We talked about this at our board work session.
- Beth: but we did not say we were closing
- Eli: garbled message from the zoom
- Janelle: there was something when we met with Jen one day informally and in that informal gathering it was brought up by Jen that we might be closing the 501C3
- Eli: we have been discussing this as an option
- Elaine: Was it said that we don't have to have certified teachers? I believe that we do.
- Amanda: there is a clause saying that teachers must be highly qualified under NCLB, but that has been dissolved. So you can license teachers who have not been endorsed.
- Eliane: But have you spoken with the district regarding teacher qualifications?
- Cliff: we used, at our school in Salem, qualified teachers who would have been highly qualified. Pe needs to be registered as long as they have a four year degree as well as for the director. I did speak to Kate, who oversaw my charter school personally, and she says that many charter schools register all sorts of people to be registered as a director.
- Eli: Do you have any degree of confidence in filling these positions? If you recruit these kids, do you feel confident in filling these positions?
- Amanda: I reached out to other charters, Eola Hills, and he didn't seem to think that it was a problem. Their student numbers vary, and they can always staff their school. We feel like we have a good team.
- Ann: my mother and sister both are teachers and you don't go into it for the money.
- Suzan: yes, \$39,000 is a good starting salary, but not a salary to stay with.
- Eli: What are your thoughts about parents volunteering long term?
- Miaja: Our pay is \$39,500 for a starting teacher.
- Kim: PTO has been floated up to this point, but going forward, we would love to start a PTO. We have a lot of experience with the music festival and we think that we could do a much better job of raising money and organizing volunteers. It's hard to keep up with emails, we need a personal touch and we could do that. It's amazing that we already have 50 people on our FB group.
- Janelle: I would like to add that we have already discussed having a code of contract which would say that as participants

we will do this volunteer work and if we do the personal contact it will work. I have had 3 students in the past years and the volunteer time is a good idea but it is not a real need. But if it was addressed in a more enthusiastic way that people would be happy to volunteer. My husband and I have both volunteered a lot and other people didn't even know that it was really needed. There needs to be a better message to ask people.

- Eli: That sounds great to have all of these people willing to do that
- Janelle: I did request from Lisa concerning enrollment and she sent over the last 15 years and SJS was full for the last 10 years. Current enrollment has dropped over Covid and the vote to close the school
- Eli: yes the drop happened and now you must have a specific movement to recruit moving forward. During covid, we couldn't recruit despite the best effort and great distance learning. You need the students to move forward.
- Elaine: yes that is true.
- Kim: the enrollment has been dropping since the vote to close.
- Amanda: the numbers have been steady until covid
- Elaine: the wait list has also been decreasing to nothing
- Jen: we lost 20 students between last year and this year and only 5 students since the vote.
- Amanda: similar drop during Covid for other charter schools.
- Jen: it was our wait list that became scary
- Kim: What about the wait list?
- Jen: we had people on our waitlist for the lower grades but we have not had a high school wait list for a long time. The last students from the waitlist came from last spring, and we haven't had a waitlist since last year.
- Cliff: the wait list doesn't matter. The idea came in April and the school started in September with 50 students. We just need to recruit.
- Elaine: That was the program, not the school.
- Rachel: We called about the waitlist and we never heard anything.
- Jen: if it is for 4th grade there is only a waitlist and the lottery.
- Rachel: wouldn't the huge drop be due to covid?
- Elaine: I thought that was mentioned
- Linda: I have missed many meetings due to work. Many people have now come to me since the closure, so many people would come but no one knew about the school.
- Kim: In answer to Linda, I haven't heard much about the school lately. I knew about the school but I haven't heard

about it for years. Lack of communication has been very hurtful for the school. There are people who want to see the school continue.

- Gwen: You knew that you were going to close in August? So that would be why the enrollment has been going down.
- Elaine: one board member said that we should close due to the declining enrollment over the summer, but that was the point when Eli stepped up and said that no, give him a chance to bring it up.
- Gwen: Why wasn't this said to new parents?
- Jen: you put in your application in the school year, and that wasn't a crunch time. Then in the fall, one board member felt it was hopeless but we wanted to give Eli his chance to organize and move forward.
- Gwen: But why weren't we told?
- Eli: we have come full circle, and now we are back to the report that was given to us and our reaction to it.
- Elaine: Any more questions from the board?
- Janelle: We have a group who are highly motivated and highly educated and we want to move forward.

Eli moves to stop the closure plan and consider new board members. No second.

- Beth: love your passion but now you must convince the SSD. I feel like you sent them a budget but not really a plan. You must sell your plan to the SSD. What is your plan to recruit students? What is your plan to recruit teachers? They could still shut you down.
- Eli: ok, if we were not closing, do you think that the school district would still shut us down?
- Beth: I am not a mind reader nor a gambler. I want some reassurance.
- Suzan: they could still terminate us and that is bad. We need some assurance that we will be successful.
- Eli; we go to the board and ask for a performance plan.
- Elaine: go to the board and ask for a performance plan?
- Eli: yes, based on charter school law (338.1052A)(look into that) We want to not close and we are asking for certainty that you would enter a plan of certainty.
- Eli: We got a new plan from a parent group. and we take this to the board and ask them to do the above. The other part is to bring these other people on the board and let them do their work.
- Suzan: As a devil's advocate, if I were on the SSD I would ask where did these parents come from?

Eli moves to let the SSD know that we are considering a new budget and we would like assurance from them that they will do corrective action and not termination of

the school. Beth seconds. Discussion:

- *Suzan: We can only close at semester and at the end of year so how would that work if we fall apart not at that time.*
- *Eli: Maybe that is our backstop of action. I want to give us the option of this.*
- *Beth: What if we go to the work session and check their 'mood' towards us?*
- *Eli: make an official statement, or wait and see what their mood is?*
- *Beth: I stand by my second but I want to see what the board is saying.*
- *Jen: I feel like we have supporters on the SSD board, and that is why I think they are having a work session. So I personally feel that they want to know all of the facts before they close us.*

Eli amends his motion to request to present to the board at their work session our current status in regards to our parents and community and their plan moving forward, as well as the board's position on doing a corrective action as opposed to terminating the school. Beth seconds. Motion passes unanimously.

Eli moves to hold a special board meeting on May 10th to consider the response from the SSD and the parents' proposal, Beth seconds. Motion passes unanimously.

b. Opt-In for State Testing

- *Jen: The state of Oregon applied to opt out of state testing and we were denied. So now many schools are voting to opt-in to test instead of opt-out. It is very unfair to put students through this year. But, it would be smart for 11th graders to try and pass the test in order for them to meet the essential skills for graduation. .*

Eli moves to have parents opt in for state testing, Beth seconds. Motion passes unanimously.

c. Board Member Application

- *We have received four new applications for board members. Historically, we accept in one meeting and vote in the next meeting. Do we want to vote at the May 10th meeting or wait until the regular May meeting? Is there a by-law of when we can vote? We have no vacancies but we can add more people.*

Eli moves to consider at the special May meeting the board applications, Beth seconds, Motion passes unanimously.

B. Old Business

a. Building Lease

- *Executive session 9:10*
- *Lisa reached out to Sherman, Sherman, Johnny and Hoyt. We are dealing with Robert Easton and he called to talk to Jen. (Robert)What is your favorite outcome? We pay through when we use the building and stop paying. He wanted to know if we were paying our rent (yes) and if there were other people wanting to rent the building (yes). Jen sent him the letter from*

Dick offering the building for free to the other group. He sent us his agreement (\$195/hr), and \$500 retainer. 9:17

Gay moves to send the \$500 retainer and hire Sherman, Sherman, Johnny and Hoyt to represent us in the building lease, Eli seconds. Motion passes unanimously.

b. Closure Process

- Jen sent us the amended document from the work session. Keeps the same timeline as previously discussed. We discussed giving the teachers two days to check out and remove their stuff. We also discussed hiring a temp to work with Lisa over the summer, who would be done when the job is done. We should be done with the building by August 31 or we can pay one more month to house Lisa. Dorie will give Lisa space with an office and her computer to do the W-2's. We need to have PACE coverage through when we are a foundation but Dorie believes that an MOU will suffice to do that. Our contract with the district will dissolve August 22. The moving of the records is still an unknown at this time. Unemployment claims are still unknown at this time as to how we would handle them. In the document, there is a list of equipment and the options. At this time, we can take off the district since they are definitely not taking over the program. But do we want to table this until after the special meeting and the outcome of the SSD work session?

Eli moves to table this until the regular May meeting. Beth seconds. Motion passes unanimously.

VII. Board Comments

- Eli: fund raising from the parent group that Eli worked on, the funds went directly to the school as unrestricted funds.
- Gay: where would the funds go from here on out?
- Eli: there is some money in the GoFundMe and that is only available to school officials, as is the Bottle Drop money. And it is all general unrestricted funds.
- Gay: have you been able to get parents involved in celebrating teachers?
- Eli: I was hoping to approach Jen to use that money for teachers.
- Gay: In previous years, parents have brought in food for teachers.
- Janelle: I would love to but can we do it during Covid?
- Eli: if you can find out what is wanted, then we could arrange it. If Jen sends me a list of what we can do, then I will get the info out to the parents who would do this.

VIII. Adjournment 9:39

