



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 - Annual Meeting**  
**SJS School, 430 SW Monroe, Sheridan, OR**  
**Monday, September 19 2016- 6:30 PM**

*Meeting Agenda*

- I. Call to Order**
- II. Election of Board Officers**
  - A. President
  - B. Vice President
  - C. Secretary
  - D. Treasurer
- III. Designations**
  - A. Executive Director
  - B. Budget Officer
  - C. Local Agency for Federal Projects and Other Funding
  - D. Council
  - E. SJSF Auditor
  - F. SJSF Attorney
  - G. Insurance Agent
  - H. Confidential Employees
  - I. Newspaper for Publication
  - J. Accounting Services
  - K. Bank Accounts
  - L. Establishment of Regular Board Meetings
  - M. Resolution Establishing Local Public Contract Review Board
  - N. Resolution Establishing Hiring Procedures
  - O. Resolution Establishing Mileage Rate
  - P. Resolution Establishing Substitute Teacher Rate
  - Q. Resolution Establishing Petty Cash Accounts/Amounts
  - R. Resolution Establishing Use of Facilities Fees
  - S. Resolution Establishing Activity Fee
  - T. Resolution Establishing Breakfast/Lunch Fees
  - U. Resolution Establishing Copy Fees
  - V. Resolution Approving Foreign Exchange Programs for Both Students and Teachers
  - W. Designation of Staff Authorized to Dispense Medication
  - X. Resolution Establishing Enrollment Lottery, Waitlist and Relevant Dates
- IV. Authorizations**
  - A. To Pay Bills
  - B. Authorization of Signatures

- C. Spending Authorization
- D. Capital Spending Authorization
- E. Contract Administration
- F. Powers to President and Vice President
- G. Powers to the Treasurer and Accounting Service
- H. Powers to the Secretary
- I. Certification of Payrolls
- J. Policies
- K. Appointments
- L. Budget

**V. Conflict of Interest Disclosures**

**VI. Adjournment**