



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