



*Building Excellence Through Global Education*  
*Sheridan Japanese School Foundation Board*

**Foundation Board – Annual Meeting**  
**SJS School, 430 SW Monroe, Sheridan, OR**  
**Monday, September 21 2015– 6:30 PM**

*Meeting Minutes*

**I. Call to Order**

Meeting called to order at 6:37 pm

In attendance: Dick Paay, Ann Meyer, Gay Hall-Pentecost, Charles Broadwell, Andy Scott

**II. Election of Board Officers**

- A. President – Theodorus W. Paay
- B. Vice President – Charles Broadwell
- C. Secretary – Gay Hall-Pentecost
- D. Treasurer – Ann Meyer

**III. Designations**

- A. Executive Director – Andrew Scott
- B. Budget Officer – Andrew Scott
- C. Local Agency for Federal Projects and Other Funding – Not Applicable
- D. Legal Council - OSBA
- E. SJSF Auditor – Koontz, Perdue, Blasquez & Co PC
- F. SJSF Attorney – Matt Lowe, firm of Jordan Ramis PC
- G. Insurance Agent – Hagan Hamilton
- H. Confidential Employees – Andrew Scott, Manami Imaoka, Lisa Hyde, Jesse Davis
- I. Newspaper for Publication – McMinnville News Register
- J. Accounting Services – Jesse Davis, CPA
- K. Bank Accounts – First Federal Bank, Columbia Bank, US Bank
- L. Establishment of Regular Board Meetings – Monthly, 3<sup>rd</sup> Monday
- M. Resolution Establishing Local Public Contract Review Board – School Board
- N. Resolution Establishing Hiring Procedures – Per Policy by Andrew Scott
- O. Resolution Establishing Mileage Rate - IRS
- P. Resolution Establishing Substitute Teacher Rate – ODE, Willamette ESD
- Q. Resolution Establishing Petty Cash Accounts/Amounts – \$50.00
- R. Resolution Establishing Use of Facilities Fees - None
- S. Resolution Establishing Activity Fee - \$125.00 (unchanged)
- T. Resolution Establishing Breakfast/Lunch Fees – Per Sheridan School District Rate
- U. Resolution Establishing Copy Fees - unchanged
- V. Resolution Approving Foreign Exchange Programs for Both Students and Teachers – Per Policy
- W. Designation of Staff Authorized to Dispense Medication – Andrew Scott, Manami Imaoka, Lisa Hyde
- X. Resolution Establishing Enrollment Lottery, Waitlist and Relevant Dates – Andrew Scott

**IV. Authorizations**

- A. To Pay Bills – Andrew Scott, Dick Paay, Ann Meyer
- B. Authorization of Signatures – Dick Paay, Ann Meyer

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

**V. Conflict of Interest Disclosures**

Board members will submit the Conflict of Interest Disclosures to Lisa Hyde before the next regular Board meeting.

**VI. Adjournment At 6:50 pm**