



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, November 16, 2015– 6:30 PM

Meeting Minutes

I. Call to Order and Roll Call

Meeting called to order at 6:34 pm. In Attendance: Dick Paay, Ann Meyer, Gay Hall-Pentecost, Charles Broadwell, Andy Scott.

Dick requests to remove agenda item V.A.b. SJS Rubric.

Ann moves to approve the agenda as amended, Charles seconds. Motion carried unanimously.

II. Approve Minutes

Charles moves to approve the meeting minutes from October 19 2015, Gay seconds. Motion carried unanimously.

III. Treasurer Report

The financial statements as of September 30, 2015 have been completed. The statements at the beginning of the school year are skewed by front-loaded expenses. The comparative Financial Statements are on par with where they were last year.

Ann looked into CD returns and found an internet bank that has returns of 1.25% to 2.45%. SJS could invest in a 5-year, a 4-year and a 2-year to have the maturity date staggered. Would need to decide how much to invest, subject to minimums. This would need two person security protocol. Ann will develop a two-party transfer document. Ann will also do more research of banks.

IV. School Business

A. School Report

Behavioral System: The 2nd full cycle is completed. Andy notes that there are fewer F's and C-'s than in past years, and that gentens are down and volunteer hours are up.

Staffing: The half-time math teacher has been converted to full time in order to separate students to add different levels in math. The science teacher will be on maternity leave beginning 11/30 and will work 2-3 days a week for a while after winter break before returning full time. In her absences, classes will be covered by substitutes and by Andy.

Staff Observations: All teaching staff have been observed, some more than once. A survey was sent out to students today asking for their perceptions of the teachers and their lessons. Andy feels that generally the staff is doing well.

Enrollment: In November two siblings (6th & 7th grade) transferred out. Their spots have been filled by 4th graders as there are no students on the 6th or 7th grade waitlist, the 8th grade is completely full, and there are no high school waitlist students.

Fundraising: The School Council and Fundraising committee are working on this. The annual Auction/Dinner will be split into two separate activities.

Budget: This will be discussed later under New Business.

Professional Development: Andy will be attending the ACTFL conference November 19-21, and the Oregon Law Conference December 4.

V. Foundation Business

A. Old Business

a. School Council Bylaws

The board reviewed the document that the School Council approved and sent to the board a while ago. References to parent council need to be changed to school council. The board discussed grammatical corrections and clarity in wording.

Ann moves that the bylaws of the Sheridan Japanese School School Council be accepted as edited today, Charles seconds. Motion carried unanimously.

b. SJS Rubric – item removed

c. Need for Additional Classroom Space

Dick has taken photographs and will contact the building inspector for the City of Sheridan to find out what the requirements and process will be.

d. Board Member Elections

Charles had previously sent his letter of intent to continue. Ann submitted hers at this meeting. They were already renewed at the annual meeting in September. The board will disseminate the information that their term has been renewed, as approved by the board. This will go out in Andy's Sunday update and the school council newsletter along with pictures and excerpts from their letters. Ann is in Position 2 and Charles is in Position 4.

B. New Business

a. Budget Revision

The 2015-16 original budget was created in March 2015 as the District requires it to be submitted by April 1. Andy submitted a revised budget with all the salary changes related to replacement staff, which shows an additional loss of about \$11,000 with the changes. PERS has also been adjusted in this budget to account for staff who are in the PERS waiting period. The only changes on the revised budget are salary related. Additionally, there will be a cost for substitute teachers this year. As an offset, there is about \$9,300 income from home stay exchange students coming here.

Ann moves to amend the budget to reflect salary and wages increased to \$348,289, PERS decrease to \$50,446, and related payroll tax changes, and to operate at a deficit of \$31,188, and to add a cost line of \$5,000 for substitute teachers, and to add income for home stay funds of \$9,300 under unrestricted cash contributions. Charles seconds. Motion carried unanimously.

b. Alternative Course Policy

Andy brought a general question on dual credit courses. The board discussed the current policy on alternative credits and what classes may be taken outside of SJS, and whether students may take dual credit classes at a community college if the class is offered at SJS but we do not offer dual credit. The board discussed the language under Policy SJS5045 and possible wording changes to make it clear that dual credit courses may only be taken at accredited institutions of higher learning. The board members will each re-write the policy to what they think it should say and it will be revisited at the next meeting.

c. Director Evaluation

This is tabled until after Andy attends the Oregon Law Conference. A new law was passed that mandates certain aspects of teacher evaluations, need to see how it applies to administrator evaluations.

d. Cafeteria Plan

This discussion relates to a former teacher who had cafeteria plan funds taken out of their pay pre-tax and then did not request any reimbursement, despite being reminded. The cafeteria plan is a use it or lose it plan based on a window of submission (it must be received within 180 days after termination of employment.)

Ann moves to follow the "use it or lose it" 180 day rule for cafeteria plans and if the former employee does not turn in any receipts by the expiration of that time the funds will be forfeited to the Foundation. Charles seconds. Motion carried unanimously.

Meeting adjourned at 9:02 pm

Next Meeting Monday, December 21 2015