



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, March 21 2016– 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

The board decided to table the Alternative Course Policy discussion until the next meeting.

Ann moves to approve the agenda with the change, Charles seconds. Motion carried unanimously.

II. Approve Minutes

Charles noted a missing word in one section to be corrected in the 2/15/16 regular meeting minutes..

Charles moves to approve the minutes with the minor text change, Ann seconds. Motion carried unanimously.

III. Treasurer Report

Ann has no Treasurer report because she has not received the financials. The last ones provided by Jesse were from November, he has not submitted December, January, or February. Ann will talk to Jesse about this. Ann has the February bank statements to review. At the April meeting there should be three months worth of financials to discuss.

IV. School Business

A. School Report

Staffing: Full evaluations have been completed on each staff member. Andy will go over the evaluations in executive session.

Fundraising and Grants: Andy stepped away from minor fundraising, and the fundraising committee is taking on the auction, etc. Andy is focusing on grant writing. None of the grants are guaranteed, but he has applied for grants to get funding for staff trips to Japan, additional professional development for staff, funding from the Japan Society to assist with the Japanese teacher salary, and funding to cover and expand the Art and Music program.

The Talent Show generated about \$500, and was a good community event. The annual Auction will be August 13 at the Brooks Winery.

Andy is also pushing for more students from Shukutoku Yono next year to increase the income from that.

Parent Issues: A parent questioned the fairness of parent volunteer hours counting against/for students. That issue was resolved by eliminating this requirement. Another issue involved taking alternative classes, and since a compromise was not reached, the parent withdrew the student who is now attending an online school.

Service Learning: The service learning curriculum has been in place for several weeks, and is going well. Off-campus volunteering activities include ABC Daycare, Faulconer-Chapman, Sheridan Care Center, Deer Meadows, and a Sheridan Beautification group. On-campus students are creating care packages for vets, go-bags for homeless, and other activities.

Spring Break Activities: The Spirit and Morale Committee did "Countdown to Spring Break" events in the month of March. Doernbecher week was the week prior to spring break, and raised over \$2,000 through games and activities, and the Friday dance.

Aozora Gakkou: The Aozora camp will be the first two weeks in August, registration is currently open.

Privilege System/Discipline: This system is being consistently managed. This semester there was some difficulty with the delay of grade checks, which were postponed to make sure there had been enough assignments. There were two major disciplinary incidents, and 11 students in Red due to grades.

Japan: Andy will be in Japan visiting Shukutoku Yono April 5-9, and will be able to communicate with SJS during that time.

2016-17 Changes: Andy is looking at some changes for 2016-17 including:

Graduation requirement – possibly adding junior and senior seminars to address the lack of classes for advanced high school students.

Daily time schedule – changes to maximize learning and also staff prep time. Several options are being discussed, such as moving to a block schedule.

Handbook – there will be major changes to reflect practice and updated board policy.

V. Foundation Business

A. Old Business

- a. Alternative Course Policy - Tabled
- b. Director Evaluation

Ann and Gay will talk to the current staff by the time school is out. Andy would like a summative document from last year and this year. Dick will review the recent document that was prepared (and placed in Andy's file) and write text for board to review. When interviewing the returning staff at the beginning of the year Ann and Gay asked the same questions to all three staff members. Most questions came out of the diagram model they were using. Andy will also repeat the mid-year student survey, and Gay and Ann will provide some questions to include. Andy needs these questions by April 8 as he wants to do the survey 4/11- 4/13.

c. 2016-17 Budget

The current proposed budget has a \$44,000 loss, which is driven purely by salary. All full time staff are now PERS eligible. Andy cannot eliminate any position or reduce Instructional Assistant hours. The additional staff member this year due to breaking up of the lower level math classes needs to be maintained. Also with this, the science teacher is no longer teaching 4-5 math. This budget includes costs for substitutes for 2016-17 and for contract instructors (choir, art).

Next year the pledge drive funds will go to the general school budget. The big fundraiser will be this August – “Taste of Asia at Brooks Winery – a fundraiser for the arts in education” is the tagline.

The State School Funding ADM Forecast has increased, and in this budget the income has increased based on that, but is still budgeted a little under the projected amount.

The grants that have been applied for but not guaranteed are not in the budget. Aozora Gakkou is projected to break even. Andy has raised the cost slightly and decreased the amount of financial aid slightly. To break even there must be at least 35 participants.

The cash contribution line has \$35,000 in it. The pledge drive is expected to bring \$5,000-8,000 and the fundraising committee has a goal of \$25,000. Additional funds come from the Talent Show (\$500), Fun Run (last year did \$500 and is expected to do much more this year), September hosting of 38 students from Japan (\$1,800).

The funds raised in last fall's pledge drive designated for the building addition are in the carry forward, and will be a capital expenditure.

The board notes that the budget must be approved and given to the district by April 1 so not all the final information is available yet.

Ann moves to approve the draft budget for 2016-17 as presented and to send it to the District, Charles seconds. Motion carried unanimously.

B. New Business

a. 2016-17 Calendar

The only significant change to next year's calendar is in November 2016, where Friday 11/18 has been added as an in-service day due to the National Conference both Andy and Imaoka need to attend, and potentially receiving grants for two or three other teachers to attend national conferences at that time. The week of the 20th, parent/teacher conferences will be on Tuesday, 11/22 and no school on 11/23 (Thanksgiving is 11/24). This calendar has the same number of student contact days as the Sheridan School District.

Ann suggests bringing students from Faulconer-Chapman to SJS for a visit day some time before applications are due (April 1), possibly Friday February 24.

Ann moves to approve the 2016-17 SJS calendar as presented, with the possible addition for Faulconer-Chapman visit day some time between the two information nights (January and March), Charles seconds. Motion carried unanimously.

b. Review Employee Leave Types

Currently the teaching staff have 10 days sick leave and 2 personal days. Now sick leave is also mandated by Oregon law, so the Instructional Assistants get prorated sick leave. Sick leave is not compensated if not used when the employee leaves SJS.

The maternity leave policy in the Employee Handbook was reviewed, which states "Paid leave shall be granted to an employee for maternity/paternity leave. The employee must make a formal request (in writing) to the School Executive Director, at least one month prior to the leave. The employee must furnish the School Executive Director and/or his/her designee with substitute plans (lesson plans, materials) prior to leave." The policy does not stipulate that the employee must use accrued sick/personal time and that the rest of the time is unpaid. The board discussed the policy wording and how much sick time could be used before it is accrued, and how long the position must be held open for the employee to return.

The board discussed the other types of leave listed in the Employee Handbook. Jury Duty Leave is paid, and the Handbook states that "it is requested that an attempt be made to defer jury duty service to a non-contact days". It was suggested that the "to a non-contact month" would be a better wording.

Personal days are not required by law but the staff needs them per Andy. Two personal days are granted a year, but additional hours may be granted by administration on a case by case – paid per Andy. Dick asked about creating an incentive for the staff not to use their leave, on the basis that there would be less substitute costs and also the classroom works best when the teacher is there.

c. Policy Questions from Policy Workshop

The board reviewed a list of policy questions generated at the policy work session in February, along with research in Oregon law related to the policies. Two large policy sections were reviewed in the work session – Employee and Student. The board decided to review the Employee policies at the next board meeting. These will consist of a final completed policy package with a few exceptions needing further research. The package will go out for the board members to review two weeks before the meeting.

VI. Executive Session under ORS 192.660(2)(a) to discuss evaluation of staff

Adjourned to Executive Session at 8:27 pm.

Resumed Regular Session at 8:56 pm

The Board needs to think about additional types of teacher compensation that don't show up as income (not subject to PERS).

VII. Adjournment at 9:00 pm

Next meeting Monday, April 18, 2016