



Building Excellence Through Global Education
Sheridan Japanese School Foundation Board

Foundation Board –Regular Meeting
SJS School, 430 SW Monroe, Sheridan, OR
Monday, April 18 2016– 6:30 PM

Meeting Minutes

I. Call to Order and Roll Call – 6:33 pm

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

Dick proposed adding to the agenda a second section in Executive Session, 199.260(2)(f) to consider records exempt by law from public inspection.

The Executive Session minutes from 3/21/16 need to be added to Section II: Approve Minutes.

Ann moves to accept the agenda with the changes noted, Charles seconds. Motion carried unanimously.

II. Approve Minutes

Charles moves to approve the Regular Meeting Minutes of 3/21/16 and the Executive Session Minutes of 3/21/16 as written, Ann seconds. Motion carried unanimously.

III. Treasurer Report

The Financial Statements through March 31 2016 were submitted by Jesse this morning. Ann notes that it looks in order. Revenue is down as there is no Japan trip this year, but ADM is up. The Fun Run will be in this fiscal year, and the Auction/Dinner will be in the next fiscal year.

The board notes that they have not had financial statements to review for several months (December-February) and the statements as of March 31 were received today. Ann will communicate with Jesse that statements are needed each month. Dick will check with other charter schools to see who they are employing.

Ann has bank statements and reconciliations to review.

IV. School Business

A. School Report

Shukutoku Yono (sister school). Andy visited the school in April and did 3 speeches (in Japanese). SJS will host four long-term students (89 day stays) next year

instead of just two, which will generate \$7000 of additional income (\$3500/student). In September SJS will host 38 students for the weekend. In the 4th week of June (Bunkasai festival) Shukutoku Yono will host 10-15 SJS students for 6 days. Andy proposes to take the Japan trip for 2 weeks in the summer of 2017, one week touring and one week being hosted by Shukutoku Yono.

Ann moves that Andy pursue the Japan trip in June 2017, Charles seconds. Motion carried unanimously.

Welker wants to do a Europe trip next year for World History/World Literature, through EF Tours. EF Tours handles all the arrangements and the teacher goes free.

Gay moves to have Welker and Andy explore the possibility and cost/details of a Europe trip in the summer of 2017, Charles seconds. Motion carried unanimously.

Andy asked about increasing the required social studies credit from 3 to 4. He has had some parent complaints that electives are pass/fail only and there is no chance for internships. He presented a proposal for Junior and Senior Seminars, which would fit into the electives time frame.

Next year there will be one AP English, one AP Biology, and one AP Math, probably not AP Japanese. He is also looking at Willamette Promise, which would provide college credit in Writing 121 and possibly biology and others. Students would pay \$30 for all classes taken through that.

Charles move that Andy develop Junior and Senior seminars, changing graduation requirements from 5 electives credits to 2 electives credits plus Junior/Senior seminar credits, Ann seconds. Motion carried unanimously.

V. Foundation Business

A. Old Business

a. Alternative Course Policy

Table to next meeting for the board members to bring back their own versions.

b. Review Employee Policies

References to "Personnel Committee" will be changed to "SJSF Board".

The Vice Chair will be designated as the Compliance Officer.

Family Medical Leave: Compensation will be based on accrued sick leave and/or personal leave. Hours beyond that will be taken as leave without pay.

For salaried employees, BOLI has some requirements that if the employee works part of the week they get paid for week.

This is not the final reading of the policies.

The board needs to draft wording for the travel abroad compensation pay back.

B. New Business

- a. Employee Handbook

Discussion tabled as Andy will be reworking the handbook and incorporating the policy revisions.

VI. Executive Session under ORS 192.660(2)(a) to discuss evaluation of staff and ORS 192.660(2)(f) to consider records exempt by law from public inspection

The Board went into Executive Session at 7:49 pm

The Board adjourned from Executive Session at: 9:00 pm

VII. Adjournment – 9:02 pm

Next Meeting Monday, May 16, 2016 6:30 pm