



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, January 16, 2017– 6:30 PM**

*Meeting Minutes*

**I. Call to Order and Roll Call – 6:30 pm**

Meeting called to order at 6:30 pm.

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

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

**II. Approve Minutes**

*Ann moves to approve the Regular Meeting Minutes of 12/19/16, Executive Session Minutes of 12/19/16, Regular Meeting Minutes of 11/19/16 and Executive Session Minutes of 11/19/16, Charles seconds. Motion carried unanimously.*

**III. Treasurer Report**

Ann reviewed December bank statements for First Federal and Columbia Bank and found no cash disbursements that are out of line. All checks have two signatures and are for appropriate expenses.

The November 2016 financial statements were reviewed. Income is down in comparing YTD budget and income/expense amounts. In expenditures purchased services is high but that includes the audit expense which has been paid in full. Salary and wages are still below budget. Comparing November 2016 to November 2015 the only amount significantly higher is personnel-related expenses. The State School Funding amount did increase slightly in December.

The SJSF budget uses a lower number of students for ADM than actual. The District pays for number of students based on the budget, and a reconciliation is done after the year ends. SJS expects to get some make-up money in that payment.

**IV. School Business**

**A. School Report**

Oaks/Smarter Balance. The assessments had fairly low numbers last year especially for new 4<sup>th</sup> and 5<sup>th</sup> graders. Andy has some worries about a few current seniors. He is implementing a plan to have Giddings sensei work in study hall with the students on their basic skills, not guiding toward the tests but focusing and drilling. Placement testing (in-house) will be done in the next few weeks to establish a baseline.

SJS has purchased a license to IXL, an online software program that has Oregon standards for every grade level, and a dynamic environment for practice activities. The program also provides analytics

for the teachers. The cost is about \$800 for the entire license. The main focus will be math and language arts.

Enrollment. The current enrollment is 88. Three students left and three have enrolled.

Japan Trip. Thirteen students will be going. One student dropped out (had been there twice), and another lost their position on the trip. The confirmed dates are 6/19-7/1/17. The flights and rail passes are confirmed, and will cost about \$1400 per person. Most of the first week is home-stay for the students. Expenses for Davis and Scott will be covered. Transportation was arranged by the Shukutoku Yono group, and no deposit is required yet.

School Council. Andy bypassed the election part of the School Council by-laws in allowing new families join. A recruitment meeting was held before winter break, and last week a kick-off meeting was held with 10 people joining.

The School Council will return to the Roger's Rules and keep formal minutes, which hasn't been done for about two years. A formal agenda will be posted on the SJS website. Currently Andy is filling the role of Chair. Regular meetings are scheduled for the 2<sup>nd</sup> Thursday of the month. Andy is not pushing the complaint/grievance process right now.

Each advisory was adopted by one or two council members for assistance with fundraising, etc. In the next Sunday update Andy will include an introduction letter from the council. The council members will then reach out to advisory parents via phone or email.

Fundraising. The fundraising committee is almost ready to make a presentation about the spring fundraiser, which has been scaled back and looks more manageable than previously thought.

Andy is working on completing the alumni database. He will send out a letter to them asking them what they are doing, what they remember about SJS, etc. This will be followed up later with requests for donations.

Ann spoke with Laura Monroe whose daughter Audrey is living in Sheridan and may be able to help contact alumni from the past. It is just now getting to the point where the students who graduated in the early years of the school are on their own and financially sound. Alumni will be able to contact other alumni to provide contact information. Andy has drafted a letter to the alumni and will give it to board for review.

Additionally, SJS may get another J-Leap grant for an all-expense paid teaching assistant from Japan.

Aozora. The Aozora Gakkou summer camp will be held this summer, possibly during the first two weeks of August. Andy is re-tooling the camp. Registration will start in February.

Exchange. Two Shukutoku Yono students are coming on January 26 and staying through April. Twelve students will do the Hannichi home-stay (afternoon with Japanese families).

Information Night. This is scheduled for Thursday, January 19. A board member needs to be there to explain the lottery (Ann volunteers). A second information night will be held in March and by then there will be some student created videos about the school to share.

Snow Days. Superintendent Sugg has not decided on snow day make-up yet, but will probably add one day, maybe two. Andy can replace an in-service day with a school day, and add another day if necessary. The last day of school is June 15 and the Japan Trip group is leaving on the 19th. Ann noted that a few years ago they added a few minutes a day every day to get the time in.

Dick said that he will have a discussion with Audrey Monroe about the alumni contacts.

He also asked about the comfort level with former officers of the School Council. The former chair is now just a member. The Spirit and Morale committee is still in existence, but not part of the council. Dick also notes that since the School Council is advisory, they don't fall under public meeting law.

## V. Foundation Business

### A. Old Business

Ann brought up that Keith Martin interested in being on School Council and Beth is interested in being on the board. Dick was going to look into any policy prohibiting this, and will address it at the next meeting.

### B. New Business

#### a. Snow Days

Makeup days don't necessary have to go into the summer, and there is no absolute law that we have to do same thing as the district in scheduling make-up days. There is mandatory instructional contact time, however. This will be discussed at the next meeting.

#### b. 2017-18 Enrollment Caps

Andy prefers that the 4<sup>th</sup> and 5<sup>th</sup> grade be smaller classes, especially considering the level of the transfer students. This year the combined 6<sup>th</sup> and 7<sup>th</sup> is pretty large, at capacity. Some 7<sup>th</sup> graders can be in 8<sup>th</sup> grade classes. The toughest group is 4<sup>th</sup>/5<sup>th</sup> because of the transfer students and the need for extra services, or lower level students. There needs to be grade differential in that class, so the smaller number of students the better. This year we had to back fill the lower grades as there were no students on the waitlist for the upper grades when some students left. The non-AP high school class is also large.

While there are only five seniors graduating this year, traditionally a few 8<sup>th</sup> graders leave as well.

The former enrollment caps were reviewed:

Enrollment cap of 88 Students.

- 18 students in 4<sup>th</sup> and 5<sup>th</sup> grades combined, not to exceed 10 students in either grade.
- 36 students in middle school (grades 6, 7, 8) not to exceed 13 in any one grade.
- 34 students in high school with no individual grade level caps.

If grades 4/5 cannot pull from the Waitlist to fill vacancies, the order of priority of placement is high school first (up to 37 students total), then 8<sup>th</sup> grade up to 15 students, then 6<sup>th</sup> & 7<sup>th</sup> up to 14 students each, not to exceed 39 students for middle school.

If the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades cannot pull from the Waitlist to fill vacancies, the order of priority of placement is high school (up to 37 students total), then 4<sup>th</sup> and 5<sup>th</sup> to 11 students each, not to exceed 20 students.

If high school cannot pull from the Waitlist to fill vacancies, the order of priority of placement is 8<sup>th</sup> up to 15, then 6<sup>th</sup> & 7<sup>th</sup> up to 14 each, not to exceed 39 students total for middle school, then 4<sup>th</sup> and 5<sup>th</sup> to 11 students each not to exceed 20 students.

*Gay moves to adopt the former enrollment caps as presented, Charles seconds. Motion carried unanimously.*

#### c. 2017-18 Budget

This is a preliminary budget discussion. The cost of PERS is increasing July 1, and salary and benefits is the major expense. The income amount needs to increase. Andy says that staff-wise we are

functioning at what we should be. Having the math levels separated has been really good as it adds flexibility and keeps class sizes small. He will be looking at the OAKS/Smarter Balance results to see if it has made a difference in that. Ann notes that if we don't see an appreciable gain in math knowledge we may have to look at the staffing level. At the current path of increasing staff costs is not sustainable.

Andy is focused on building income. SJS hasn't had a major fundraiser for a while, He wants to get more grants. SJS just got a technology grant for new computers (Wendy Giddings found and submitted the grant). The Dissemination grant could be \$30K to \$200K but Andy doesn't have capacity to write the grant and the parent council doesn't either.

Budget must be submitted by April 1, so it must be approved in the March meeting.

Dick asked whether the school improvement plan is still active for all aspects of the school. Of major emphasis are the Smarter Balance assessment scores in math/English.

Dick stated that he is working on an exit strategy in various things and related to the budget is paying the building lease. About 15 years ago the school was a group project and Dick turned into the facilitator and borrowed almost all of the money. The building is nearly paid for now. If he gets rid of the building, he wants some IRS benefits. Early on it was decided that this building would never belong to the Department of Education, since if any state funds are used to purchase something, the state takes that asset and may distribute it in the event the school discontinues.

To accommodate that the school founders have formed a different non-profit, "Changing", that is set up to become the owner of the building. This will require a commercial appraisal, and if the lease payments were reduced the building would be worth less. Eventually he expects this to have significant impact on the budget as that group will be the caretakers. SJS will eventually need budget items for maintenance.

Before the next meeting Lisa will prepare a draft budget and show last year's numbers.

d. Student Exit Surveys

Last year a lot of 8<sup>th</sup> graders left and SJS had the largest graduating class ever (10). Dick would like to know, based on the SJS mission statement, how effective is the school in what it's trying to accomplish. Possibly focus on the last two years for now.

Anne Ballard recently held a panel discussion for our high schoolers with four recent graduates.

Andy will put something together.

**VI. Executive Session under ORS 192.660(2)(b)**

The board went into Executive session at 7:49 pm.  
Executive session adjourned 8:04 pm

**VII. Adjournment**

Gay notes that the board had decided to review a certain amount of policies each year and that has not been done recently. This will be added to the next agenda.

Meeting adjourned at 8:08 pm

Next Meeting Monday, February 20 2017 at 6:30 pm.