



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 21 2016– 6:30 PM

Meeting Minutes

I. Call to Order and Roll Call

Meeting called to order at 6:35 pm

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

Guest: Atsushi Hisaka

Agenda item added under Old Business C: Board member application.

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

II. Approve Minutes

Charles moves to approve the Regular Meeting Minutes of 10/17/16 and the Executive Session Minutes of 10/17/16 as written, Gay seconds. Motion carried unanimously.

III. Treasurer Report

The financial statements through September 30, 2016 have been completed (for the three month period July/August/September). Ann notes that Student Body fees only show \$1,525 as of 9/30/16. Fees are \$125/student so it is substantially under budget. Ann had asked Lisa about it, and more has been collected since 9/30, and some people have made payment arrangements. Some parents have mentioned that it was difficult because the capital campaign is also underway.

The September financial statements may not paint a full picture because some income and expenses are very front loaded, and others haven't happened yet. So far income is under budget, only collected 10% of income budgeted and the year is 25% over.

Comparing 2015-16 and this year to date, it currently shows a greater loss. This is related to higher payroll numbers and less income.

Ann has reviewed all the bank reconciliations for July, August and September and has also reviewed the bank statements through October 31. All checks are made out to appropriate payees.

IV. School Business

A. School Report

Japan Trip: The selection process for the Japan Trip is complete. There was a rigorous application, and the decisions were unanimous by staff members. Thirteen students (5 middle school and 8 high school) and three adults will go, which is small compared to past trips. Two of the students are repeat visitors (seniors).

Professional Development: Scott and Davis went to the ACTFL conference in Boston; it was an amazing conference and a good networking opportunity. SJS is looking at the JLEAP program again, which provides a trained intern for two years for free to SJS. Waddell is taking an online autism class.

IEP: Making progress with District support for all but one potential IEP student.

Staff Update: No major items. We have had a full staff for about three weeks.

Mid-Year Survey: This will be discussed later in the meeting. Over a 1-1/2 week period 75 students responded.

Exchange Students: Andy just learned that SJS will be sent only two long-term exchange students, not the four we expected. The budget only had two students (\$7,000) so this will not impact the budget number.

School Council: The School Council is defunct, and this will be discussed later in this meeting. The Chair has been inactive since the end of the last school year. Andy wants to save the council now and needs to completely restructure it, and suspend the bylaws on election temporarily to build up members. Currently there is only one person on the council, as several others resigned since they no longer have students at SJS and another current parent resigned at the end of last year. Two applications were submitted at end of year but no action was taken. The parent council is vital in fundraising and volunteering.

V. **Foundation Business**

A. Old Business

a. McMinnville Bus Contract

Dick contacted the SJS bus group twice by e-mail and finally received a response but it did not have specific information. The basic question is can they get by with a smaller bus. This is not a problem for SJS but for the bus group it is more expensive. If they want to pursue this, they have to ask SJS to try to negotiate with the District for a smaller bus if a smaller bus would serve.

b. Healthy and Safe Schools Plan

The Board read the plan at last meeting and it needs to be formally approved at this meeting. The plan mostly dictates an approach to things, although there is a bit of cost in testing. The building was built after 1978 so lead paint is not an issue, but will need to look at whether storage trailers (if they are brought in) are considered "buildings". Water testing is first, and radon testing will be required later. Some education will be involved for the Integrated Pest Management Plan. Testing results will have to be communicated to the community. The City will help with the lead testing protocol. Andy is the responsible agent for most of it, and Dick will be responsible for building and grounds (this requires six hours of training annually).

Ann moves to adopt the SJS Healthy and Safe Schools plan dated 9/27/16 to meet the requirements of OAR 581-022-2223, OAR 581-024-0275, ORS 333.167, ORS 634.700 through 634-750. Charles seconds. Motion carried unanimously.

c. New board member application

Atsushi Hisaka has submitted his application to become an SJSF Board member. He also will need to fill out a conflict of interest form.

The Board discussed the application materials requested and Atsushi's involvement and his dedication as an observer. A positive is his Japanese background, but a negative is he lives in Portland as does Charles, making it difficult to participate in school functions. Charles notes that he has been friends with Atsushi for a while.

Ann moves to accept Atsushi's application to become a Board member, Gay seconds. Motion carried unanimously.

The Board officially welcomed Atsushi to the SJSF Board. At the next meeting Atsushi will complete the conflict of interest form.

B. New Business

a. June 30 2016 Financial Audit

The final draft of the financial audit has been received and needs to be approved. The Management letter will be reviewed in executive session. SJS is using the same auditor that has done the audit for the last several years, and was engaged for a 5-year period to lock in a lower rate.

In this audit the financial statements show a new PERS entry calculation, which makes the SJSF position look worse. Officially, there was one "mistake" that the foundation books had for about \$1,000 in which the PERS expenses into the summer after the end of June should have been accrued because the teachers are paid on a 12-month calendar, which goes beyond the end of the fiscal year. There is also one correcting entry to take an item out of fixed assets.

Dick asked the auditor for clarification on the large PERS entry, and under new accounting standards mandated by the Federal government SJS is allocated our share of the anticipated shortfall that PERS has for the employees that we hire. This is a very big number (\$341,480) which shows in our bottom line as debt. Last year the net position was \$485,531 (in line with keeping an approximate year of operating money), and this year it is \$175,000. The number can decrease or increase depending on PERS growth/decline. Dick provided the Board with some information resources he received from the auditor.

Expenditures over revenues were \$12,883, which is an improvement over prior years. SJS will also get additional school funding for 2015-16 ADM reconciliation in May.

Ann moves to approve the auditor prepared Financial Statements dated 6/30/16, and have the auditors prepare the final copies. Atsushi seconds. Motion carried unanimously.

b. Mid-Year Survey Results

Andy passed out the survey summary report. It doesn't go into depth about individual staff members, he will do that January or February.

As directed by the Board, Andy asked general questions about SJS and about the Executive Director. He used a similar scale to the accreditation survey, and feels that scores of 4.5 to 5 are extremely successful. He used the same questions as in last year's survey for part of it, and the answers are generally the same.

The last page has new questions all about the Executive Director. The responses are generally good, and the sense of positivity has increased this year. Staff related questions show the

things that need to be worked on as a staff. The individual results for staff are detail oriented so they know where they need to focus, and they also get raw open-ended comments. Results lean toward 4.5 to 5 for most staff members, a few teachers have lower scores.

c. School Council

Andy proposes that SJS maintain the bylaws governing the School Council focus and mission but temporarily suspend the election laws until there are more members and the council is established again. This would be temporary for this year until leadership is built up. He has reached out to the remaining member and has had no response.

When the School Council is successful, morale and fundraising are up, and communication is better. The Board discussed how the School Council functioned in the past. They suggest starting the council over with an informational meeting, inviting all who are interested, and go from there.

Andy will send another e-mail to the President, who is the single remaining member. Two or three people have turned in applications and have received no response.

*Ann makes a motion that Andy restart the School Council with an informational meeting, and that parents must be in attendance to be considered for School Council. **Charles or Atsushi seconds.** ??? Motion carried unanimously.*

d. Lease Payment

Ann asks Dick to recuse himself which he does. Ann notes that last year, Dick was paid the full year building rent payment at one time (in January) and then he paid interest money on the pre-payment. SJS does have the cash in the account to do this.

Gay moves to pre-pay the 2017 lease payment in January 2017, with Dick to pay interest on the prepaid amount. Atsushi seconds. Motion carried unanimously.

Dick returns to the meeting and notes that this is probably the last year he will be full owner of the building; a non-profit has been developed by the school founders that will somehow receive a percentage of the building. That will require commercial appraisal so although he has paid off almost all the loans on the building he doesn't feel the rent should be reduced, because part of the value of the building may depend on its income.

VI. Executive Session under ORS 192.660(2)(f)

The Board went into Executive Session at 8:18 pm to discuss documents exempt by law from public inspection.

Executive Session adjourned at 9:18 pm

VII. Adjournment 9:19 pm

Next Meeting Monday, December 19 2016 at 6:30 pm