



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, February 15 2016– 6:30 PM

Meeting Minutes

I. Call to Order and Roll Call

Meeting called to order at 6:30 pm

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

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

II. Approve Minutes

Ann moves to approve the regular meeting minutes of January 18, 2016, Charles seconds. Motion carried unanimously.

III. Treasurer Report

Ann has not received the financial statements. She did review the 990 and did not find anything incorrect. Ann is routinely reviewing the bank statements and bank reconciliations, no irregularities have been found. She expects to have two months of financial statements for the next meeting.

IV. School Business

A. School Report

Staff: All staff are now all back full time. SJS has been hit hard with substitute costs due to staff illness and a maternity leave. PE and health classes are resuming after an extended leave by the Linfield intern. SJS has a Spanish elective teacher funded by a parent. The beginning Japanese classes have been merged, and some of the 4th graders have been removed to give them more reading/writing/math reinforcement.

Funding: There is a big push for next year. Andy has applied for several grants, including some to fund travel to Japan for teachers to help with teacher retention. Grants being applied for would go to relieve the budget for next year. We have two Shukutoku Yono students here this winter at \$3,500 each, this could be increased to three next year. .

Parent Open-Forum Meetings; Meetings were held on three nights last week, separated out by student grade. The attendance was very low. In general the meetings were positive with constructive feedback. Parents also submitted questions online.

Community Service: This will start with 12 projects. This Friday is the planning meeting with students, and the community service will start on Friday 2/26 with actual work. Organizations include ABC Daycare, Headstart, Faulconer-Chapman, and others. The community service activities are multi-grade, multi-age for the most part. The students will do a display night to show what has been done.

Outdoor School: The Multnomah Education Service District (MESD) sent e-mail about the arrest and charges of sexual misconduct of one of their teachers, who was present during two of the years that our students were at the camp. MESD provided Andy a letter to send out to the parents of the students who were at the camp. No reports have been made by any parent or student.

Ann notes that 6th grade parents do not necessarily know about the 6th grade outdoor school, and therefore did not know about fundraising for it. She suggests including this information at the registration conferences in August.

V. Foundation Business

A. Old Business

a. Alternative Course Policy

The board discussed various items in the policy, including the definition of full-time students and seat hours the students need to be at SJS if they are taking online courses for dual credit and have an open period; whether the option should be available to juniors and seniors only; and whether there is a separate policy for credit recovery. The discussion was tabled and the Alternative Course policy will be discussed at the Saturday, February 27 policy work meeting.

b. Admissions Policy

The board reviewed the preferences for the lottery draw per the Admissions Policy (SJS5003 Application and Admission). The first preference is returning students, 2nd preference is siblings of current students who are already on the waitlist, 3rd preference is new-applicant siblings of current students, and 4th preference is other students already on the waitlist. Ann proposed to swap the 3rd and 4th preferences so that students already on the waitlist take priority over new-applicant siblings. The board discussed what is good for the school and the students who are already enrolled. Under the law, the school is not required to give preference to siblings in the lottery. If a change is made it will not take effect until the 2017-18 school year as this year's application process is already under way.

Gay moves to switch the order of the 3rd and 4th preferences under section 2.2.1. Definition of Preferences starting with the 2017 lottery for the 2017-2018 school year. Charles seconds. Motion carried unanimously.

c. MacHub

Ann presented information to the fundraising committee, and one of the committee members met with the MacHub representative. The fundraising committee would like to do the lowest level of involvement, which requires no volunteering by SJS. People can make donations to MacHub and SJS will get a small part of the proceeds when the items are sold. Items must have some value, not garage sale type items.

Ann moves to allow the fundraising committee to follow up and have SJS sign up at the lowest level membership with MacHub. Charles seconds. Motion carried unanimously.

d. Director Evaluation

Ann brought in the tabulated evaluation from the evaluation last summer. A copy will go into Andy's file. Andy wants a summative document as well.

Dick presented a document for discussion and gave examples of evidence supporting the various points. Since board members aren't here all the time they don't have the full picture of every activity.

The last evaluation was very operational oriented, but included teaching and learning which is core to the new evaluation.

The board members will bring to the next meeting suggestions on the evaluation document format and content. Andy will also do a self-evaluation. Andy would like to see what goals the Board has for him. From the evaluation and school improvement plan there should be some goals for this year. This summer the board and Andy need to make goals for the following school year, and by end of this year do a summary of what happened during the year.

B. New Business

a. Enrollment Caps

The Board looked at enrollment caps established last February and at the current student population. Although SJS has a new math teacher to break up the classes for remedial purposes for 4th and 5th grades, for English and Social Studies the 4th/5th students are all together. Andy does not want to have an increase in the number of 4th-5th grade students due to having a number of students below grade level coming in who require more attention.

Charles moves that SJS maintain the enrollment caps as currently defined. Ann seconds. Motion carried unanimously.

b. 2016-17 Budget

Andy presented a first draft of the 2016-17 Budget. With the increase in salary cost related to hiring the full-time math teacher for lower math and PERS expense increasing due to teachers becoming eligible, even with minimal raises, under this scenario the loss this year is projected at \$53,826. This figure does not count any grant revenue. This year substitute costs and contract instructors (choir) have been higher than projected and this needs to be considered for next year.

Andy is focusing his time on applying for grants and asking the fundraising committee to focus on fundraising activities like the auction. In applying for some of the grants Andy is looking at staff retention in terms of providing professional development (national conferences) and trips to Japan.

Per Ann, the fundraising committee has asked how much money they need to raise and what it is for. Andy would like to see \$20,000-\$25,000, for the art, music and taiko programs. Current fundraising activities for this year are the Talent Show (March 5) which will raise minimal funds, the 5K "Samurai Run" on the Sunday of Sheridan Days, and a possible larger auction event at a winery in August.

Andy has not added any new items in the draft 2016-17 budget. Increased expenses are due to just carry over from this year's staff. There will be a line item for substitutes and contract instructors, but he hopes to not have to use them as much next year. Andy has not included any numbers for construction costs.

The board discussed possible other incentives to staff to make up for lower salaries. Andy and the board expressed their happiness to have such experienced and energetic staff willing to work for lower pay.

Meeting adjourned at 9:01 pm

Policy work meeting Saturday, February 27 from 10:00 to 2:30

Next regular meeting Monday, March 21 at 6:30 pm