



Foundation Board –Regular Meeting
SJS School, 430 SW Monroe, Sheridan, OR
Monday, February 20, 2017– 6:30 PM

Meeting Minutes

I. Call to Order and Roll Call – 6:35 pm

Present: Dick Paay, Ann Meyer, Gay Hall Pentecost, Charles Broadwell, Andy Scott. Absent: Atsushi Hisaka.

Dick asked to add IRS Form 990 to New Business (b).

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

II. Approve Minutes

Charles moves to approve the Regular Meeting Minutes of 1/16/17 and the Executive Session Minutes of 1/16/17 as presented, Ann seconds. Motion carried unanimously.

III. Treasurer Report

The December 31, 2016 financial statements were submitted timely. It is still hard to judge the position because not much in the way of fundraising has happened, so income is relatively down because of fundraising that hasn't yet happened. State school funding is up. Salary and wages expenses are up as expected.

There are no activity fees so far this year. The ones listed for the previous fiscal year are from the Aozora summer camp in July 2015. There was no Aozora in the summer of 2016. There are Student Body Fees (the \$125 per student).

Looking at expenses related to budget and amount of year gone by, nothing expense-wise jumps out, just the lack of income.

Ann reviewed the bank statements and reconciliations. Looking at the December bank reconciliation, it was noted that a check to the Sheridan School District from November had not yet been cleared. Ann will have Lisa look into this. All checks were written to legitimate vendors.

IV. School Business

A. School Report

Oaks/Smarter Balance Update. Every kid has been given grade-level placement tests in math which gave good benchmarks. These are not Oaks/Smarter Balance tests. The results were not surprising.

Andy will begin using IXL soon. This program takes the students through all the standards. It is not just an assessment device, it actually has dynamic questions and lessons, can identify weaknesses and track

progress. For a one-year license for 70 users in Math and Language Arts, the cost is \$979. This would cover 4th-8th grade and some high school students to be identified individually.

The analytics from the program will help in the accreditation process regarding data collection and analysis.

The software budget for this year is only \$100.00. Even though we are paying for it this year, it also goes into next year.

Enrollment. Still at 88 students. The information night was a success with lots of people for all grade levels.

Student Video Activity. Advisories have been divided into smaller multi-aged “pods”. Each of these pods just finished a video making contest, creating a 2-3 minute video on one of four themes. This was a required activity and is graded. Some of the videos are fantastic. The staff will be picking the winners and debut the videos at the March information night.

Locker Search. Based on what some students were talking about other students doing, Andy and a staff member conducted a locker search, and didn’t find anything. There was not enough concern to call the Sheriff. Andy feels the locker search sends a good message to the students. He was afraid he would have negative feedback, but received all positive feedback.

School Council Report. A meeting was held on February 9, with 11 participants. The agenda and minutes were formally approved. They are working on developing Student Council sponsored parent/family activities. They have divided themselves up by advisory and are contacting parents before the next meeting.

Aozora. The website has been completely updated and registration has just opened. It has changed from an immersion camp to a Japanese Language and Culture camp. To be viable will need 35-40 campers. Dates are the last week July and the first week of August. Scott, Davis and Lindsey will lead the camp. The cost is \$240 for one week, \$345 for two, slightly higher than last year. Financial aid is available, and also discounts for large families and a referral bonus.

Fundraising. The big fundraiser has changed from “Taste of Asia” at a Winery, to an event at the Grainery (which was shot down primarily because of upcoming construction), to a “Party in the Park” at the Sheridan City Park possibly on June 3. Anne Ballard is going through all the proper channels with the City of Sheridan. The Fun Run will be at the Grainery on June 10 instead of in Sheridan during Sheridan Days.

Graduation was originally scheduled for June 10, but the seniors want to move theirs out one week so they can go to the Sheridan High School graduation. A date has not yet been finalized.

Exchange Students. Next year SJS is anticipating three home stay events: a weekend at the end of September for about 36 high school students; in the middle of October 20 middle school students to come for one week; and at least two long term students in the winter/spring. The current exchange students and host families are doing well.

V. Foundation Business

A. Old Business

a. 2017-18 Budget

Three scenarios were presented, the first with the current staff retained. This scenario has a bottom line loss of about \$70,000. SJS usually gets about \$40,000 more than is budgeted, but historically we budget the state school funding low.

Looking at expense items, it is hard to budget things like substitute teacher costs. SJS was hit hard by that this year. Utilities look like they will be higher at the rate we are going now. The insurance agent has indicated that health insurance rates are increasing about 5-10%, and a 10% increase has been put into the budget. The \$979 for IXL is a hit to the software budget.

The three scenarios are up in the air because some staff won't be returning. These will be discussed in the executive session because the scenarios involve staffing.

b. Snow Day Make-up

This was discussed at the last board meeting, and since then the ODE authorized districts to take 14 hours back in instruction time (2 lost days). However, there won't be any additional pay for that. Each day is worth about \$3,000.

SJS does have more instructional hours than the Sheridan School District. Andy plans to take one day back - April 14 - which was going to be an in-service day. There is another day that can be used if needed. There is no dock for the 2-hour delay days, but it does affect high school seat time.

c. Policy on Board Member / School Council Member Relationship

Dick looked through the policy book and did not find anything that addresses having one spouse on the board and one on the school council. SJSF board members are board members of the Foundation, so that would be in the Bylaws, which also does not have anything. They would have to declare a conflict of interest. This could also help with having a liaison between the board and school council.

New board members are required to have a certain amount of volunteer hours, and this family hosted a student in September so they have the volunteer hours.

d. Student Exit Surveys

Andy will have another round of mid-year surveys for the students, and is thinking about doing an in-house parent survey related to that. The accreditation survey (AdvancED) will happen later in the spring.

Dick asked about the group of students that didn't go to high school at SJS, mostly 8th graders who left last year. After a half or a whole year it would be interesting to know what those students and parents are thinking. Also exit surveys of the graduates after a year's worth of college. Particularly this last graduating class since it had so many "survivors" who had been here since 4th grade.

Gay would be willing to work on the surveys in the summer.

B. New Business

a. Mission/Vision Review

At the last meeting, the board had discussed doing some policy review. Before doing that, it might be helpful to review the Bylaws and Charter School contract and the mission and vision for the school. Also have a write-up by Laura Siering about how the school and vision were developed.

The purpose of the review is to look at the first sentence of the mission: *"The Sheridan Japanese School strives to challenge students and expand their knowledge of another language and culture while providing a small, unique, multi-age learning environment with high academic and behavioral expectations as well as exceptional parental and community support."*

The board discussed which part of the mission needs the most support or work if SJS is really going to live by this mission statement. Have we accomplished this mission statement after 20+ years? Are we challenging our students? Are we expanding their knowledge of another language and culture? Do they consider this a place of learning? Do we have high behavioral and academic expectations?

Andy notes that in the last two years it seems that more people are coming here to escape from where they are than who are really interested in coming here to be at SJS. They may not be coming in with the expectation that their behavior is expected to be better. Under the law SJS can't tell the families that it doesn't sound like they should be going to the Japanese school because they aren't interested in the mission. Andy does have a very good discussion with the family if he senses the student is probably not going to succeed, but he can't say "go somewhere else".

The two weakest areas seem to be behavioral expectations and community support.

The board reviewed the Charter School Contract. The Japanese school curriculum is locked in by the contract in section 5. The lottery process is based on charter school law, and described in the contract. SJS Policy has made it one of the most defined lottery processes of any charter school.

The board then reviewed the Bylaws of the Foundation. The corporation's primary purpose is to operate and support the Sheridan Japanese School including funding school facilities, furnishings and teacher resources, etc.

Neither of these documents addresses how often the board should review policies. If we are going to review policies, it needs to be decided where to start, what is of interest or are there areas that are fuzzy and need review. Gay would like to have a three-year schedule and go through a set of policies each year. The policies are by section, and the biggest sections are employees and students. Governance is the smallest section. Prior to the next meeting the governance section will be sent out to the board and the board will review a few of the policies at the next meetings.

b. IRS Form 990

The SJS office has a corporation book, which has the Bylaws and the form 990's for the last few years. The 990 that was just filed was for the fiscal year from July 1, 2015 – June 30, 2016. The due date is 4 months and 15 days after the year end (November 15) and that was extended to February 15. Jesse submitted the Form 990 to the board two days before the extension ran out, and it was sent out to the board so all members of the foundation had a chance to review it before it was sent in. Dick would like to have the 990 by the end of the year for the prior fiscal year. He needs more time to review before signing. Ann will discuss that with Jesse.

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

The board adjourned to Executive Session at 8:00 pm to discuss wages for employees.

Adjourned from Executive Session at 8:50 pm.

VII. Adjournment

Meeting adjourned at 8:50 pm

Next Board Meeting: Monday, March 20 at 6:30 pm