



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, May 15, 2017– 6:30 PM

Meeting Minutes

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

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

Guest: Beth Martin

Charles brought to the Board's attention an e-mail from the OSBA about a required Wellness Policy that needs to be adopted before June 20. This will be added to the next agenda.

Dick requests to add under new business after d. "e. Health Insurance", and moving e. to f.

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

II. Approve Minutes

Charles moves to approve the Regular and Executive Session minutes of April 17, 2017, Atsushi seconds. Motion carried unanimously.

III. Treasurer Report

(This was tabled until Ann arrived at 6:48 pm, and returned to after the School Report.)

Ann has not reviewed the March Financial Statements as they were just received today. She reviewed the bank reconciliations for Columbia Bank for April 30 and all payees are familiar and correct. There is one old outstanding check that Andy will research, all the others are recent. The First Federal reconciliations show one old outstanding check as well. She also reviewed the March reconciliations and they show nothing unusual.

On the March financial statements activity fees are still down from the previous year, Lisa will provide an explanation for the next meeting. Classroom/activity supplies are below last year, but at budget. There has been a little bump in ADM payments.

The Board will look at the Columbia Bank fees again in the summer. The fees should be reduced quite a bit with the changes made in the account type but the account will be getting no interest.

IV. School Business

A. School Report

Accreditation. Andy got feedback from AdvancEd on his report, and it was positive but there is work to do during the next year. The next accreditation year is 2020.

(Ann arrives 6:48)

Hiring. Two science candidates have been interviewed, including by two parents.

Aozora. Registration is at 36, which is what is needed for the camp to be viable. Staff will be Davis, Scott, Kayla, and Erica Sato.

Class Schedule 2017-18. The class schedule is nearly complete for all students.

Exhibition. Thursday, June 1 at 6:30 pm. Students are beginning work on Thursday May 18; this is a shorter time frame than usual.

Oaks/Smarter Balance. Testing is nearly done, it will be completed this Thursday and Friday.

Japanese exchange students. Three host families are still needed for the Aozora guests. For the September weekend 17 families are needed, eight have been confirmed.

Fundraisers. The June 3 Picnic in the Park and June 10 Fun Run are under way. Plants from the 6th Grade Outdoor School fundraiser will be delivered May 17.

Hiring. Andy has not been able to find any part time teachers as he had originally hoped. He is looking to hire new staff who are not immediately eligible for PERS and will take fresh out of grad school salaries, then salary related expenses are not drastically over the final budget adopted.

Enrollment. Currently at 87 students, have 88 for signed up for next year and a healthy waitlist.

IXL program. The data is being collected and in July Andy will be able to compare the Smarter Balance/OAKS testing results from the prior year. Oregon has opted out of Smarter Balance the next year, and high school students can use SAT or ACT for essential skills.

V. Foundation Business

A. Old Business

a. June Fundraiser

Two major fundraisers: June 3 Picnic in the Park and June 10 Fun Run. The organizers are having problems getting volunteers. The yard signs are up advertising the Picnic in the Park. Posters are up as well. Dick will need help moving the chairs and tables from WVCC for the June 3 event.

b. Cash Management Policy

Dick took the SJS policy book home and found that it's missing some policies, he will have Lisa fix that. Related to the Cash Management policy, the board needs to review or shop our bank accounts every so often on some kind of schedule, and that needs to be in the policy so that it gets done. The process of switching is a lot of trouble but \$500-600/year in bank fees is a relatively large number. Reviewing every two years is probably sufficient. The board will e-mail something in draft form to address this at the next meeting.

c. Governance Policies Review

The board reviewed the Governance policies as written, and the members are to read them thoroughly before the next meeting and send e-mails to Lisa with suggested changes, so that they can be drafted before the next board meeting.

The Public Records policy has come up recently, with requests from two different groups for release of public records. The policy states that SJS will comply with Oregon public records law. Dick notes that employee personnel records are not public records and student records are typically not public records. The SJS policy does not have a paragraph about requests for release of public records. Dick responded to the requests received asking for fees to cover the time and cost of providing the records, and the requests were withdrawn. The policy needs some delineation on how to deal with these requests. Dick and Lisa will pull something off of another Oregon organization and make a rough draft for the next meeting.

The board noted that we have a policy with guidelines for training of new board members and to continue training of board members. The Board needs to pursue these trainings, some are available through OSBA or LOCS.

d. New Board Member

Beth Martin introduces herself. Her husband Keith is one of the first Japanese School alumnus. She has a 6th grade daughter at SJS, and 4th grader will enroll next year. Beth is also on the Art Conspiracy Board. She has applied to become a member of the SJSF board.

The board reviewed the requirements for a parent board member and general board member. They have not sent names of candidates digitally to all parents, but there is only one candidate.

Beth is asked to step out of the room so the board can discuss her application. Ann and Gay both recommend Beth based on the work they have done with her. Although this is her first year of being a parent, in September she will start her second year and have an additional student in the school. With her husband being an alumnus the mission and vision of the school are clear to her.

Beth returns.

Ann moves to accept Beth Martin as a board member for the Sheridan Japanese School Foundation Board. Charles seconds. Motion carried unanimously.

B. New Business

a. SJS/McMinnville Bus

The McMinnville Bus group was behind on payments to SJS and Dick approached them for an explanation. Also, SJS has received some communication from some of the bus riders that indicated that everything was not going smoothly. A new parent has volunteered to take over the books and SJS has now received all the back monies due. A last payment will be due in June after the final billing from the district as there may be adjustments from the original quote due to snow days or diesel expenses. Dick is now more confident in the Bus group. The Bus group is also supposed to provide SJS with reports on behavioral issues, and either it has been going pretty well or there have been no complaints as reports have not been received. The Bus group has indicated they are interested in the contract again next year.

b. 2017-18 Budget Update

The 2017-18 adopted budget proposed making one of the current teaching positions part time, which would result a loss of about \$36,000. Andy has not been able to find part time candidates for any

teaching positions. He thinks it is in the best interest next year to retain full time positions for the teachers. The new hires will be at the lower end of the salary scale and PERS will not kick in immediately. This scenario would raise the projected loss to about \$42,000.

Dick explains how the ADM funds are calculated and the difficulty of projecting what the amount will be when the State budget for the biennium has not been completed. He feels that the ADM in this budget is a fairly conservative estimate for what will probably happen next year. Also there is not much in the budget for major fundraisers which are planned.

Dick notes that a significant expense in the budget is for building rent. At some point the building will shift ownership to a non-profit support foundation for SJS and Dick is hoping that with this SJS is nearing a time when the rent money is going to become available for other things.

Andy is asking for approval of increasing the salary and payroll related expenses so that he can prepare staff contracts. He feels that maintaining the current staff level is essential with students coming in at lower levels than we have had previously. This would be approximately \$7,000 increase in payroll expense.

Ann moves to accept the amended budget to increase salaries and related expenses by approximately \$7,000 for school year 2017-18. Atsushi seconds. Motion carried unanimously.

c. Public Records Policy

This was discussed under Old Business c. Governance Policies Review.

d. CD Authorization

Charles found that Key Bank had the most favorable rate for a \$100,000 CD at .25%. Dick will look into that.

Ann moves to transfer \$100,000 from the current operating account to Key Bank to purchase a \$100,000 CD provided that the rate of at least .25% is available to a non-profit and that the funds are FDIC insured. Charles seconds. Motion carried unanimously.

e. Health Insurance

Dick has been asking charter schools about having staff that is not on PERS. Schools that hire teachers as contract employees have been able to do this. He discusses a possible scenario where the employee would be an SJS employee for the beginning of the year, but before they become eligible for PERS (six months and 600 hours) would then be hired by a private entity and donated to SJS for the remainder of the year. A question is what would that person do for health insurance. SJS pays full year insurance to people that work the full school year (approximately nine months), he will see if it is possible to hire them for six months but continue year-round insurance.

Beth asks how would it work if a private entity hires them and SJS pays the company the related salary and all benefits. Dick explains that under the Kings Valley scenario, the staff has to be supervised and evaluated by the people that hire them, rather than the director.

f. Executive Director Contract

Tabled until after the executive session. Andy's contract expires June 15.

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

The Board went into executive session at 8:50 pm.

Executive session adjourned at 9:03 pm

Regular Meeting Resumed

Andy announced that he is resigning his position due to family illnesses which require him to help his mom take care of family in Hawaii. He found an opportunity which allows him to do that. He emphasized that he loves SJS and the decision is not related to pay or career building. He has not told the staff, parents or students yet.

He will be on the Japan Trip from June 19-July 1, and then will need to be in Hawaii until about July 7 to prepare for the move. He will be here for the first week of the Aozora camp (July 24-28) and July 28 will be his final day as his new position starts July 31. He will make sure the 2nd week of the camp is in place. He will also be happy to help with the hiring of a new director. Andy has found some possible candidates from the roster at the Portland Educators Fair, and has also reached out to Tyler Arthurs, but does not think he is interested. The board might want to reach out to him as well.

Andy will send information out to the parent community in the next Sunday Update or separately at that time.

The board will talk with the parent body about what kinds of qualities and qualifications they want to see in a new director. On Tuesday May 23 a letter will go out from the Board to the parents to set up an evening meeting (possibly the following Thursday) asking them to come to school and offer input for the hiring process.

Andy's contract expires June 15, he would like to continue it until July 28 (one full month and one pro-rated month).

Charles moves to extend the Executive Director contract, adjusted for COLA as for other staff, to July 28, 2017. Gay seconds. Motion carried unanimously

VII. Adjournment

Adjourned at 9:31 pm.

Next board meeting Monday, May 19, 2017 at 6:30 pm