



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 16 2016- 6:30 PM

Meeting Minutes

I. Call to Order and Roll Call – 6:58 pm

Amend/Supplement Agenda

Dick added PACE Insurance to V.B.a New Business.

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

II. Approve Minutes

Minor wording changes were noted in the draft Regular Meeting minutes of 4/18/16.

Charles moves to approve the 4/18/16 Regular Meeting Minutes as amended and the 4/18/16 Executive Session Minutes as presented, Ann seconds. Motion carried unanimously.

III. Treasurer Report

Ann received the April financial statements from Jesse today. This is the month March would have been reviewed, but it was received last month.

Going forward, the bank statements will be sent to Jesse by the 10th of the month and Jesse will provide the financial statements to Ann by the 25th of the month so she can be ready for the regular meeting on the 3rd Monday.

Ann has reviewed April's bank statement.

It was noted that the state school funding revenue shown in the financial statements is down from last year, Ann will talk to Jesse about this.

The fundraising committee met with the School Council about fundraising activities. The fundraising committee is focusing on the auction, pledge drive, 5K run. The School Council is working on things directly related to student activities (talent show, fundraising for the Outdoor School, etc). The fundraising committee wants to contact alumni.

IV. School Business

A. School Report

Andy has viable candidates for both the Japanese and Science position.

The Aozora Gakkou summer camp needs 35-40 kids (fully paying) to break even. So far only 26 have signed up. Andy could cut back on some expenses, run one week only, have only two staff and no overnight, but needs to look at the feasibility of running the camp this year. He will make a decision on whether to cancel.

The School District annual site visit is Tuesday, May 24. No issues are expected. SJS has the required AED. Staff are highly qualified. Ann will represent the board at the site visit.

Student Events: The spring exhibition is Thursday 5/19. The High School field trip to Kah-Nee-Tah is June 2-3. Welker and Scott will be going as staff, there is one male parent volunteer, and a female parent volunteer is still needed. The 8th graders are thinking about a possible promotion trip.

Andy will be on vacation (working half days) June 20-July 7. The regular SJSF Board meeting is rescheduled for Thursday June 16 at 6:30 so that Andy can attend.

The summer 2017 Europe trip has been announced. The 2017 Japan trip has not been announced, as the new hire will be running that.

Andy is concerned about two 4th graders who he feels need testing to see about eligibility for IEPs. He requested that the District test these students several months ago but it has not happened yet.

V. Foundation Business

A. Old Business

a. Alternative Course Policy

Charles volunteered to wordsmith the policy and e-mail it to Lisa by May 25.

b. Review Employee Policies

The board discussed travel costs for SJS teachers going on school trips, such as the Japan trip or Europe trip. This can be a significant expense to SJS and if the teacher does not continue at SJS the next year, is it possible to re-coup the expense?

B. New Business

a. PACE Insurance

The SJS Insurance renewal is 7/1/16. Gary Hampton has retired and SJS has a new agent through Hagan Hamilton, based in Newberg. Dick notes that there is a protocol for "Guards" including police persons who have a gun, amounting to \$1500 per gun per event. SJS is not going to hire any armed guards.

At the next meeting the board needs to pass a resolution that we support and want to be part of OSBA to be able to get PACE insurance.

At the next meeting the board will also complete the student policy and employee policy review. The board members will send comments to Lisa prior to the meeting. It was

noted that the Code of Conduct needs to be read and signed by both the student and parent and kept on file at SJS.

Dick noted that from the League of Oregon Charter Schools he learned that according to the OSAA in order to play McMinnville sports the student must go to school in McMinnville.

VI. Adjournment – 8:42 pm

Next board meeting June 16, 6:30 pm