



Building Excellence Through Global Education
Sheridan Japanese School Foundation Board

**Foundation Board –Regular Meeting
SJS School, 430 SW Monroe, Sheridan, OR
Thursday, June 16 2016– 6:30 PM**

Meeting Agenda

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

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

Ann moves to approve the agenda with the correction of Thursday instead of Monday in the date, Charles seconds. Motion carried unanimously.

II. Approve Minutes

Charles moves to approve the Regular Meeting minutes of May 16, 2016, Gay seconds. Motion carried unanimously.

III. Treasurer Report

The April financials were presented in the May meeting. The May financials are due for the July meeting. Discussion on why the Adm numbers are lower this year than last year. Ann will look at this in the May financials.

IV. School Business

A. School Report

The 2016-17 hiring process is done. Welker, Biller, Caraballo, Waddell, Hyde, Scott are staying. A science teacher and a Japanese teacher have been hired. Andy has not talked with the instructional assistants yet to determine their hours.

SJS has received another \$10,000 Japan foundation grant. Andy had budgeted \$7,000 for Shukutoku Yono long-term home stay of two students, and SJS will get two more, for an additional \$7,000 to SJS. He has confirmed three of four host families, one additional family is needed. The host families also get a stipend.

This summer there will be no Aozora Gakkou (Japanese summer camp), and no Japan trip. Andy has a lot of projects. Most of them involve increasing rigor and consistency in behavior and academics. SJS has been approved for Willamette Promise (through WOU) in Biology and Writing 121 (college level). Chemekata has reapproved Andy to teach Japanese 101-203 for the College Credit Now program.

The behavioral system will be adjusted based on first year results.

Andy does not yet know how many responses have been received on the end-of-year survey. He will process the data by August.

V. Foundation Business

A. Old Business

a. Alternative Course Policy

Charles re-worded the policy and it will be approved as part of item c.

b. Review Employee Policies

Discussion of changes in the Family Medical Leave policy. The board had already discussed allowing employees to use an advance of leave days up to 6 months of accrual amount, after that it becomes unpaid until it is accrued again.

The Employee grievance policy needs to be changed to remove reference to "personnel committee" for secondary level of review.

In the Termination policy, the paragraph requiring an employee to repay some of the cost of a trip abroad if the employee subsequently resigns will be deleted entirely.

Charles moves to approve the employee policies as amended today, Ann seconds, Motion carried unanimously.

c. Review Student Policies

The Diploma Requirements will be changed to include the Junior/Senior seminar credits. Math credits may only be obtained at the Algebra I level or above.

In the Grading Policy discussion of credit recovery refers to the student handbook. Andy is reviewing the handbooks this summer. There is no option to re-take a class that was not failed to try to get a higher grade.

The Application policy has an April 1 deadline for new students coming in to the school. This was added a couple of years ago because of the difficulty of being able to catch up in Japanese class. Currently some students don't go into the Japanese class anyway because it can be too hard integrate, especially if they enter mid-year. The board decided to keep the April 1 cut-off date.

Charles move to approve student policies as amended today, Ann seconds. Motion carried unanimously

B. New Business

a. PACE Resolution

PACE is now requiring that schools join separately, by resolution, the PACE cooperative group and then they will be allowed to buy PACE insurance. PACE

insurance is better and much less expensive than on the open market. There is no cost to join the group. PACE is self-insured and uses the pot of money from premiums to pay claims. Theoretically if the money pool is expended and the comprehensive umbrella package is expended, they could send bills to pay out the costs. Dick presented the Joinder to Trust Agreement for Members to be signed.

Ann moves to sign the form of Joinder to Trust Agreement for members, Charles seconds. Motion carried unanimously,

b. Bus Transportation

The bus group sent a request to the board to renew the transportation arrangement much like it was this year. The request was forwarded to the District Superintendent, who replied with a price. In that discussion they discovered that during the year a bigger bus was required as the number of riders increased from the original 27, and with a bigger bus the driver has a 3-hour minimum. However, the billing for the bus from the District did not change. The bus group is requesting the smaller service for next year. At this time SJS does not even know whether the transportation company is going to retroactively charge the district for the bigger bus and additional driver hours.

In the SJS student policies is the policy related to student conduct on public or school transportation. The board wants the bus group to recognize that they have to abide by the SJS policy as it is stated. Andy would also request a monthly discipline report from them.

The bus group must also be responsible for whole cost of the service.

Gay moves to approve that the SJSF board contract with the Bus transportation LLC and the district with the three contingencies: they must abide by the SJS student code of conduct, provide Andy with monthly discipline reports, and be responsible for the entire cost of service, Charles seconds. Motion carried unanimously.

c. Highly Qualified – No Child Left Behind

Dick noted that at the federal level ESSA, from which NCLB and HQ generated, has disappeared and now there is something else, but as soon as this filters down to the operational level the Highly Qualified, at least in its present form, will disappear. While the change is coming, we don't know what it will be yet.

In the Charter Contract the clause referring to Highly Qualified does not state specifically that the teachers are HQ, it says we agree we are complying with the ESSA. The SJSF policies do refer to HQ, so if that does disappear the policy will have to be amended.

VI. Executive Session under ORS 192.660(2)(a) to discuss evaluation of staff

At 8:02 pm the board went into executive session. The guest left the meeting.

Adjourned from Executive Session at 8:54 pm.

Ann moves to renew Andy Scott for 2016-17 at a salary of \$57,700 and in conjunction with that a bonus of \$1000. Charles Seconds. Motion carried unanimously.

Ann moves to give the four returning teachers an appreciation gift in thanks for teaching this year of \$250.00 each. Charles seconds. Motion carried unanimously.

VII. Adjournment

Meeting adjourned at 8:57 pm

Next Meeting Monday, July 18, 2016 at 6:30 pm