



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, June 19, 2017– 6:30 PM

Meeting Minutes

I. Call to Order and Roll Call

Meeting called to order at 6:45 pm.

In attendance: Dick Paay, Ann Meyer, Gay Hall-Pentecost, Charles Broadwell, Atsushi Hisaka, Beth Martin

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

II. Approve Minutes

Charles moves to approve the Regular Meeting Minutes of 5/15/17, the Executive Session Minutes of 5/15/17 and the Work Session Minutes of 6/8/17, Ann seconds. Motion carried unanimously.

III. Treasurer Report

Ann reviewed the financial statements for April. The ADM amount was adjusted from the budgeted amount to the current amount. She also reviewed the bank reconciliations, and the only old outstanding checks are to Andy Scott.

As discussed at the last meeting, student body fees are lower than prior year. This is due to Aozora fees being included in the prior year; this fiscal year there was no Aozora camp.

The ADM estimate for 2017-18 is currently \$7,487.

IV. School Business

No school report due to Andy's absence.

V. Foundation Business

- A. Old Business
 - a. June Fundraisers

The Picnic in the Park fundraiser was held June 3, and the 5K Run was held June 10. The board may have the parent council do a review of fundraisers.

b. Cash Management Policy

Tabled to the July meeting.

c. Governance Policies Review

Tabled to July meeting.

d. Executive Director Contract – Scott

In the May meeting the Executive Director contract was extended to July 28 with the same COLA as for the teachers. The health insurance coverage for administration ends at termination, and the board does not know when Andy's new insurance will begin.

Charles moves to have the school cover continuation health insurance for Andy, if needed, for August and September 2017, in the approximate amount of \$600 per month. Atushi seconds. Motion carried unanimously.

B. New Business

a. Wellness Policy

The board reviewed the draft Wellness Policy. They note that the student store, run by the Spirit and Morale Committee, needs to abide by the Wellness Policy as well. The policy will also be put in the employee handbook as a guideline for teachers.

Beth moves to approve the Wellness Policy as presented, Charles seconds. Motion carried unanimously.

Regarding the Spirit and Morale Committee, Dick notes that he has received comments about the Awards Night, that there was no mention of the Honor Society or Japanese Honor Society, no honor cords, no mention of Valedictorian or Salutatorian.

b. McMinnville Bus

Mrs. Frum is now handling the financials. The bus group has sent an e-mail requesting bus service for 2017-18, estimating 22-24 riders, which would allow for a small bus. Dick will contact Mr. Sugg, who will contact the bus company to get costs for 2017-18.

Some parents were not happy about some of the bus issues.

If the bus group does not keep the payments on time and the correct 50% of current contract paid before signing the contract, the board will

not contract for next year. The bus driver will notify the director if he has to write-up a kid.

The District does not allow SJS to apply for the 70% reimbursement for curriculum field trips. Discussion of asking the District to let SJS get the 70% reimbursement if SJS gives them 10-15%.

c. New Director Hiring Procedure

The top two candidates are Krista Blovad and Jennifer Schulze. Interviews will be scheduled evenings, one candidate each night. The committee members will submit three or four questions each via google docs. Parents may provide a few audience questions.

The new director needs to review the teacher evaluations.

The AdvancED spring survey was not done this year.

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

No Executive Session.

VII. Adjournment at 8:40 pm

Next meeting Monday, July 17 2017 at 6:30 pm