



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, March 20, 2017– 6:30 PM

Meeting Minutes

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

In attendance: Dick Paay, Gay Hall-Pentecost, Charles Broadwell, Atsushi Hisaka, Andy Scott
Guest; Beth Martin
Ann Meyer joined the meeting at 7:02 pm

The Board and Beth Martin introduced themselves. Beth was approached by Ann about possibly being the parent representative for the SJSF board. Beth's husband Keith graduated from SJS in the first graduating class.

Charles moves to approve the agenda as amended to place the treasurer's report after the school report. Gay seconds. Motion carried unanimously.

II. Approve Minutes

Charles moves to approve the meeting minutes as presented, Atsushi seconds. Motion carried unanimously.

III. School Business

A. School Report

IXL. Andy has been seeing good use by 4th-7th graders with a few exceptions. The 50,000th question has been answered. The students are showing progress in mastering the skills and using their study hall time more efficiently. He is trying to find a way to motivate the 8th graders and high schoolers to use it. A question was raised by a parent as to whether it is graded. Currently we are tracking hours only, and considering giving pass/fail grades through study hall on hours spent; it is not graded on ability to pass the questions. We can spend an additional \$320 so that it can be integrated as homework in classes and also add enough licenses for the 9th and 10th graders.

Aozora Summer Camp. The registration deadline is May 15. Ten elementary/middle schools students are coming from Japan and will be paying slightly more than the regular campers. These students hosted SJS students on the last Japan trip. They will need home stay families here. If there are 40 registrants each of the two weeks (including the Japanese students) the camp would slightly more than break even, with three staff members

Information Night. The second information night is March 23 at 6:00 pm. A board member will need to be present. Andy will show the student-created videos.

Enrollment. Holding steady at 88 students.

School Council Fundraising. Only four people attended the March 9 meeting, They have not yet elected the chair and officers. A potluck/social/family night had been planned for April 7, but that has been canceled to put all their efforts into a May 5 event. Most council members have contacted their assigned advisory parents. A letter will be sent fairly soon about the June 3 "Picnic in the Park" in Sheridan. The 5K Fun Run will be at the Granery in McMinnville on June 10.

The board further discussed the Picnic in the Park. It will be the main fundraiser, and will have music, food and activities. Dick suggests Lisa check on the SJS liability insurance as he doesn't think PACE covers alcohol events. Anne Ballard and the fundraiser will be on the agenda for the April meeting.

Hiring. All staff members will meet with Andy after spring break to discuss their status. He will be gone on April 4 to the Portland Job Fair.

Grants. Giddings got a donation of 15 computers through Free Geek. Davis got the J-Leap two-year free Japanese Language education assistant, starting 2017-18 school year, and SJS will also get \$2000 (\$1000/year) for materials. A host family will be needed for the first few months.

Exhibition. A staff member proposed changes to the Exhibition and Living History schedules (Living History replaced the English/Social Studies exhibition). The Science/Math exhibition is in the Spring. The staff is proposing that we rotate between big projects: One year would be a large English/Social Studies exhibition (or Living History) in the fall and two smaller Science/Math group projects in the spring, then the next year two smaller English/Social Studies events in the fall and a big Science/Math project in the spring. We want to continue the multi-age projects with research, hands-on work and writing. Various possible projects were discussed.

This year the big science exhibition was scheduled for the end of May or early June. This would have two smaller projects done instead before that time.

Japan Trip. One student has dropped out but there are still have enough for a viable trip (ten students and three chaperones). The flights are being booked today.

IV. Treasurer Report

It is costing \$600/year in bank fees at Columbia Bank, mainly because of the need to do automatic pay (taxes, PERS, payroll). Dick asked about fees at First Federal, but did not get a firm answer. He suggests seeing if Columbia Bank will negotiate. We are nearly out of paper checks. Atsushi will check with OnPoint about free online banking for non-profits. Ann will talk with US Bank this week.

Ann reviewed the Financial Statements, which were received in a very timely manner. Again, the only area that is not hitting the mark is income. All expenses are below the 58% of the year elapsed.

The board suggested that maybe the teachers could look for grants for their classrooms over the summer. Most of the grant money available is for math and science and if SJS got grants for them, they could allocate more money to ELA/SS, or professional development.

Ann will review two months of bank statements and reconciliations for the April meeting.

V. Foundation Business

A. Old Business

a. 2017-18 Budget

At the last meeting three different salary scenarios were presented. From that information Andy proposed the budget under review today, with a projected loss of about \$34,000. The PERS employer cost is increasing starting July 1. Discussion of expense line items.

The estimated ADM rate is \$6900, based on projection because the state hasn't passed a budget yet. Discussion of what ADM is and the number of students budgeted being 83 rather than the enrolled 88, due to having an average of 95% of students present on any given day.

Ann moves to approve the proposed budget for 2017-18 as presented. Charles seconds. Motion carried unanimously.

B. New Business

a. Governance Policies Review

This item is moved to the end of the meeting if time allows.

b. 2017-18 Calendar

SJS is following the district schedule mostly except for some different in-service days. There are 173 student contact days, equivalent to the district. The schedule is generally the same as the current year. In-service days are scheduled after exhibition and after conferences. In-service week is the last week in August and school starts the day after Labor Day.

Ann moves to approve the 2017-18 school calendar as presented. Charles seconds. Motion carried unanimously.

c. Activity Bus

Dick brought up the idea of having an activity bus for SJS field trips. He feels that when there was more money available there were more activities outside of school, The district is only willing to put the McMinnville to school and back bus on their contract. He has been thinking about purchasing a bus and having it owned by one of his LLC's and leasing it to the school. Insurance, maintenance and driver are the issues. Lisa talked to PACE about the liability insurance and their guestimate was \$800 for one year. In the past PACE has been concerned about volunteer drivers. Dick is currently looking at a 70 passenger bus with air brakes, which would require a CDL licensed driver. A smaller bus might not require CDL licensure.

The Board would have to approve the lease of the bus, or possibly Dick could donate the lease. The Board needs to consider if the bus would be worth the annual insurance expense.

d. Contracting

Dick has talked with Mark Hazelton, who is involved with Kings Valley Charter School. KVCS has a contract for all the services that happen at the school and all the employees except for the management (director). Their school has about 250 students. The staff are employees of the independent contractor, who is a support foundation. That foundation hires staff, pays insurance, does accounting, record keeping, etc. There is a performance contract with the provider. The object is to get around the PERS expense, which keeps increasing. Last year SJS paid about \$72,000 for the employer share of PERS. Also, in the audit there is a theoretical charge of \$130,000 which was the SJS share of the negative in the entire retirement system that was attributed to our 7 or 8 employees.

Kings Valley Charter School is not unique in contracting out essentially all the school functions. PERS has "audited" them twice so far and they are scheduled again this year, to make sure that the support foundation is actually providing the services that the charter school is paying for. KVCS has a 403(b) plan. If SJS used this model, they could possibly pay the employees a higher salary even with an employer match on the 403(b) plan.

In terms of employee observations and evaluations, the provider would need input from the director.

A very limited number of charter schools are run by private foundations that are paid by the charter school with the public money just like a contract that we have for the copy machine. This probably requires bids. There is a sample bid document available.

Apparently other schools have looked at this model and they opted out because it increased the employee health insurance expense. One of the trade offs with the KVCS staff was that if the school did not have to put all the money into PERS they could provide a complete family plan, like the district offers. At this time most of the SJS employees are single so the cost would not be so much higher.

The board discussed the possible cost savings and ability to pay higher salaries to the teachers. Staff voluntarily leave to go to higher paying jobs. PERS is what is sinking the ship, and most of our employees will not reap the benefits of PERS.

Andy and the board would like to talk with Mark Hazelton about how it works for KVCS. Dick will set this up for after spring break.

The Board agreed to continue to investigate this topic.

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

The Board went into Executive Session at 8:51 to discuss staff salary proposals.

The Board adjourned from Executive Session at 9:12 pm

VII. Adjournment 9:13 pm

Next Meeting: Monday, April 17, 2017 at 6:30 pm