

**SJS School Council Meeting
Minutes June 30, 2014**

In attendance: Kendal Carter, Kris Monroe, Courtney Terry, Stacy Jackman, Sheri James, Bob Zahniser

6pm Call to Order

Identify scribe; Kendal Carter

1. 4th of July Food Stand

- a. Kris is heading up fundraiser.
- b. Meet at Lutheran Church @ 10am to prep food
- c. Meet at Willamina stand @ 3pm for fundraiser
- d. Kris to request Lisa to send reminder email to parents and request volunteers day of
- e. Council voted all funds raised will be used for 2014 Fall All School field trip.

1) *Update to follow*

2. Review and discuss Council mission and responsibilities

- a. Plan of action: Council review most current (or believed to be) responsibilities of group. Make agreed upon changes/edits. Submit to Board.
- b. Review of edits/changes/additions (also edit notes taken by Bob & Courtney):
 - 1) SJS Programs: Keep All
 - 2) Curriculum: Do not want "research" portion, take advisory role, parent liaison, facilities committee if needed
 - 3) Policy & Procedure: Keep All
 - 4) Financial: Budget committee as needed, vote on designation of funds raised by fund raisers
 - 5) Staffing: See Courtney Notes
 - 6) Volunteers: Add "in conjunction to SJS staff"
 - 7) Building & Grounds: See Courtney Notes
 - 8) Key Relationships: Add cultivate
 - 9) Council: Keep All

10) *Edits will be made & submitted. update to follow*

3. New Member Policy

- a. Council is reviewing the procedure on new member joining. Currently one seat is available and need to be filled. The Council sees the need for transparency in the acquisition process. This is to be heavily reviewed at next meeting.

1) *Tabled*

Next meeting will be held:

July 28th 6:00pm @ SJS



SJS School Council Meeting Agenda
Monday, July 28, 2014
7 P.M. at SJS

- Call to Order
- Identify Scribe
- Review/Approve June meeting minutes

OLD BUSINESS

- Fourth of July review/funds discussion - Kris
- School Council roles for Board - Courtney

NEW BUSINESS

- Fall Field Trip 2014 Update and Feedback – Andy
- New Website and new Facebook - Andy
- Volunteers and Volunteer form: - Andy
- Small focus group formation - Andy
- First Wednesday August 6th – Ann
- SJS Garage Sale August 23rd

UPCOMING/CURRENT EVENTS

| Event/Fundraiser | Planning Start Date | Event Date(s) | Event Champion | School Council Liaison | Other |
|-------------------------|----------------------------|----------------------|-----------------------|-------------------------------|--------------|
| Aozora Gakkou | | 7/21 – 8/9 | | | |
| Obon Matsuri | | 8/9 | | | |
| Summer Jump School | | 8/11 – 8/22 | | | |
| | | | | | |



SJS School Council Meeting Agenda
Monday, September 8, 2014
7 P.M. at SJS

- Call to Order
- Identify Scribe
- Review/Approve July meeting minutes

NEW BUSINESS

- Pledge Drive Update - Andy
- Halloween/Zombie Run
- Exhibition

OLD BUSINESS

- Executive Session: Bylaws



Sherridan Japanese School
シェリダン日本語学校

SJS School Council Meeting Minutes September 8th, 2014

In attendance: Kendal Carter, Kris Monroe, Courtney Terry, Stacy Jackman, Sheri James, Brandy Hembree, Andy Scott

7pm Call to Order

Identify scribe; Kendal Carter

1. Pledge Drive

- a. Folders distributed at Orientation night. Council to encourage support and parents & students success. Council to drive promotion of fund raiser.
 - 1) Send email to parents/ FB posting/ Closing announcements/ Ask for business sponsors
 - 2) Visual aid tracking progress
 - 3) Include in VanCo services monthly pledge idea for donation and place on SJS website.
 - 4) *Update to follow*

2. Halloween Party

- a. Saturday Oct 25th 6pm-8pm
- b. Parent volunteers greatly needed.
- c. Send message to Kira at Chamber of Commerce to have our info added to flyers.
- d. Lead by 8th graders & seniors.
- e. Ann will email sheet with schedule & games
- f. Contact Grocery Outlet, Albertsons, Roths, Ect for day old & donations
 - 1) *Update to follow*

3. Exhibition December 12th @ 6:30

- a. To address concerns & comments from SJS community older students will encourage younger students and siblings to play

outside, this way parents and family will be able to concentrate on presenters.

- 1) *Will be brought up to Student Council & key senior students before exhibition to lead.*

4. New Council Members

- a. All details and process is still being processed through Council's bylaws.

1) *Tabled*

5. 6th Grade Wreath Fundraiser

- a. Parent Volunteers needed.
- b. Form will be created and distributed.

1) *Work in progress.*

-----Council in Executive Session-----

Next meeting will be held:

October 6th 5:30pm @ SJS Taco Pot Luck

Reminder Board Meeting September 15th @ 6:30pm



**SJS School Council Meeting
Agenda Monday, Oct 6th, 2014
5:30 P.M. at SJS**

- Call to Order
- Identify Scribe
- Review/Approve September meeting minutes
- Director's Update from Andy

OLD BUSINESS

Pledge Drive
Fundraising - Halloween
Fundraising - Wreath Sale

NEW BUSINESS

New Council Member Nomination

Executive Session: Parent Council Bylaws

Set Next Meeting Date - New Day

UPCOMING/CURRENT EVENTS

| Event/Fundraiser | Planning Start Date | Event Date(s) | Event Champion | School Council Liaison | Other |
|-------------------------|----------------------------|----------------------|-----------------------|-------------------------------|--------------|
| Halloween/Zombie Day | | 10/25 | | | |
| Pledge Drive | | Ends 10/31 | | | |
| Exhibition | | 12/12 | | | |



**SJS School Council Meeting
Oct. 6th, 2014 @ SJS
Official Meeting Minutes**

1. Call to Order
 - a. Courtney Terry called to order
2. Roll Call
 - a. Brandy Hembree, Stacy Jackman, Kris Monroe, Courtney Terry, Kendal Carter, Paul See.
3. Minutes from Sept. meeting approved.

Old Business

4. Update from Andy (Executive Director's Report)
 - a. Updates were given on the School website, Volunteers, College Day, Progress Checks, Shukutoku Yono, Hokkaido Institute of Tech, and Consul General of Japan visits, SJS/SHS collaboration, incident on 9/22, and Safety at SJS as well as the Pledge Drive.

New Business

5. Obon Matsuri may be moving to May in 2015 trying to boost interest and attendance.
6. Halloween Night fundraiser
 - a. Kendal working on setting it up with help from Stacy and Kris
 - i. Date is Saturday, Oct. 25th in conjunction with Sheridan's Zombie day activities. SJS will be considered the Kid Zone area possibly. Kendal

will check in with Kira Sandoval (chair for Chamber Zombie Day) to confirm.

- b. Look at Student council handing out candy on Halloween (Oct. 31st) at the Halloween Hall at SHS. Ann will get us more information on this and then we will present it to Student council.

7. Wreath Sale (for 6th grade outdoor school)

- a. Need a 6th grade parent to step up and volunteer or the funds raised will not go to outdoor school but maybe to the Japan trip.
- b. Council wants to keep this fundraiser going and not lose it as it is profitable and easy to do.
- c. Brandy will run it if we can not get a parent volunteer from 6th grade.
 - i. Brandy will try to talk to Danis Bucknell, Julie Davis or Tammy Wilson ASAP to see if they are interested in it.

8. Committees

- a. Council would like reports from the committees being formed ie. School Spirit & Morale, Technology, Maintenance, Fundraising etc. at our monthly meeting.
 - i. Andy said he would be glad to report on what feedback he has received from attending the initial meetings at our November meeting.

9. Potential new member : Paul See

- a. We invited Paul back to our November meeting at which time we will vote on him becoming a member of council.

10. Next meeting will be on Wednesday, Nov. 5th @ 6pm



**SJS School Council Meeting
Agenda Monday, Nov 5th, 2014
6 P.M. at SJS**

- Call to Order
- Identify Scribe
- Review/Approve October meeting minutes
- Director's Update from Andy

OLD BUSINESS

- Update - holiday fundraisers (xmas trees!)
- Review Zombie Days/Halloween activities
- New Council Member Nomination

NEW BUSINESS

- Committee Updates
- Executive Session: Parent Council Bylaws

UPCOMING/CURRENT EVENTS

| Event/Fundraiser | Planning Start Date | Event Date(s) | Event Champion | School Council Liaison | Other |
|-------------------------|----------------------------|----------------------|-----------------------|-------------------------------|--------------|
| Wreath Sale | | | | | |
| Exhibition | | 12/12 | | | |



SJS Council Meeting Monday, November 5, 2014

Attendance: Ann Myer, Courtney Terry, Andy Scott, Tyler Arthurs, Sheri James, and Kris Monroe

Note Taker: Kris Monroe

Call to order at 6:05 pm

Minutes to approve – October

Change Executive Session to Work Session

- Sherri Motion
- Kris Second

Director's Update –

See attached Report from Executive Director

Old Business –

- Kris will check with Brenda Kauffman regarding Christmas Tree donation
- Had a good turnout for Halloween Carnival mostly SJS families. The Cake walk had an amazing amount of donations from local businesses. Sherri will make contact with Lisa regarding sending thank you letters to the different businesses.
- New Council Member Nomination – none at this time

New Business –

- Committee updates see attached report from Director
- Parent Council Bylaws – work in progress

Upcoming/Current Events –

-Wreath Sale: In Progress and Tammy Wilson has taken this project on

-Exhibition: Friday, December 12

SJS School Council Executive Director's Report

11/5/2014

UPDATES:

1. General Fundraising Updates:

Fundraising Committee:

Fundraising Committee is meeting and designing clear goals

Grants:

- (IP) JLEAP Grant (Approximately \$80000) to secure a teaching assistant for 2015/16
- COFLT Minigrant to Support Obon \$250
- (IP) National Math Teacher Leadership Grant for Caraballo to attend national conference.
- Grant Money Received this Year: \$10,250

Wreath Sales: In progress ☺

Pledge-Drive Updates:

- Only 15 Families participated ☺ based on current returns.
- Approximately \$7000 was earned

2. Volunteers Updates:

Volunteer Stats:

Total Volunteer Sign-ups: 40 people

Total Volunteer Hours:

Hokkaido 235

Honshu 202

Shikoku 168

Kyushu 82 ☺

Setonaikai 202

Committees:

Fundraising Committee: 11/10 Meeting

- Overall School Fundraising Goal of \$30,000
- Currently establishing specific fundraising goals
- Ideas include but not limited to: 5K run, shredding, etc.
- Likely major goal will be technology

School Spirit/Morale Committee: 11/06 Meeting

- Beginning to do rotations for staff goodies
- Added three new members to the committee.

Facilities /Maintenance

- Great workday 10/18
- Next Meeting?

Technology Committee:

- Have met numerous times
- Identified two major issues with technology at SJS
 - Extremely outdated machines (some 10+;) machines cannot keep up with modern software; several cannot print and/or cannot run Google Drive; need to purchase new computers (approximately \$250 per desktop computer (tower only)
 - Linux/Fedora software needs to be updated. Currently Jon Steinhart is updating all software on computers.

3. Electives: 12/02

- Any ideas of people who can teach? Classes?
- Electives will start 12/2, MTWTHF 1:30-2:30



Sheridan Japanese School
シェリダン日本語学校

**SJS School Council Meeting
Agenda Monday, Dec 8th, 2014
7 P.M. at SJS**

- Call to Order
- Identify Scribe
- Review/Approve November meeting minutes
- Director's Update from Andy

OLD BUSINESS

Wreath Sale - update
Christmas tree sales - update
Exhibition dinner plans

NEW BUSINESS

Committee update - Scavenger Hunt for 12/19
Bylaw meeting/Holiday celebration!
Disaster preparedness for SJS
Parent Council updates for parents

Set date for next meeting (January)



Meeting Minutes

December 8, 2014

7:00 PM

Attendees: Stacy Jackman, Kris Monroe, Kendal Carter, Brandy Hembree, Courtney Terry, Andy Scott

Absent: Sheri James, Ann Meyer,

Scribe: Stacy Jackman

Call to Order 7:00PM

- ❖ Brandy motioned to approve November meeting minutes and Kris seconds it.

Directors Report:

- ❖ Andy updated us on Technology, Volunteer Hours, Exhibition, Electives/Daily Schedule, Japanese Visitors, Accreditation, and Amazing Events

Old Business

◆ **Wreath Sale**

- Not sure how much money was made-Courtney will find out from Lisa
- Courtney will send a thank you to Tammy for coordinating the sale

◆ **Christmas Tree Sale**

- No sales this year-short on trees

❖ **Exhibition Dinner**

- Dinners will be pre ordered
- Mazatlan Mexican Restaurant will supply food
- Kris will send an email out to Japan Trip Families for help serving, setting up, clean up and selling items
- Water will be sold for \$1 and Whoopie Pies will be sold for \$2

New Business

◆ **Fundraising for Classes**

- Talked about the funds raised will follow the class that raised them
- Andy will talk to Lisa about amounts in the accounts now
- Andy will talk to Ann about it as well

◆ **Committee Update-Scavenger Hunt for December 19th**

- Amie and Myra are working on a scavenger hunt/Amazing Race day
- 10 groups of 8 kids with at least 1 adult chaperone
- Kids will go around town to different businesses. Businesses are excited to help out and see the kids.
- Figaros will do a pizza kit for the kids' lunch. Families need to provide \$5
- Different prizes will be given
- Susan Chamberlin will take pictures to put in school news paper
- Decorations will be put on the teachers doors to welcome them back from break

◆ **Bylaw Meeting/Holiday Celebration**

- Meeting proposed for January to make sure all members can attend-Bob needs to be invited
- Possible meeting on Jan 5th or 12th-depends on Fundraising Committees meeting date
- Regular meeting will start at 5:30 pm with an executive session for bylaws to follow
- We will have taco dinner

◆ **Teacher Gifts**

- Gifts will be given on Thursday December 18th to 10 staff members
- Brandy will send out a flier to families
- Some ideas for basket items include wine, chocolate, tea, gift cards, hand written cards from students, homemade items
- Kris will get cards from Council
- Courtney will talk to Lisa about funds in our Council account
- Stacy will talk to Ann about giving gift cards as gift-does it count as income
- Post on FB

◆ **Disaster Preparedness at SJS**

- We will look into making bags for kids to keep at school in case of an emergency
- Courtney will talk to CERT trainer and Bobbie to get more info
- Kris talked about emergency backpacks used in classrooms at other schools. We will look into that further
- Fire drills are done monthly, an earthquake drill has been done, and the lockdown plan is in the works

◆ **Parent Council Update**

- Courtney will make a monthly update of 2-3 important items to send to parents

- Council meeting minutes will be sent to all members within a week to be approved via email
 - Once approved, minutes will be posted to website within 2 weeks of meeting
 - Brandy motioned for approval and Kris seconds it
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- ◆ **Meeting adjourned at 9:00 PM**
 - ◆ **Next meeting will be held Monday January 5th or 12th @ 5:30 pm**