

Minutes for the 2008-2009 HIS Executive Board Meeting

April 27, 2009 at HIS at 6:00 pm.

Members present: Halvorsen, Branson, Hillman, Midorikawa, Yonesaka

Members present in writing : Ikeda, Kaufman, Viljoen (*As allowed in Section 11.10 of the Articles of Incorporation)

Guests present: Dr. Toma (HIS Auditor); Barry Ratzliff (Deputy Headmaster)

1. Discussion items

Personnel issues were discussed.

2. Call meeting to order: Halvorsen called the meeting to order at 6:07

3. Approve minutes (2009.4_1.minutes.doc)

Minutes of Mar. 31, 2009 Board meeting were approved. Minutes will be signed at the next meeting.

4. Approve agenda (2009.4_2.agenda.doc): Today's agenda was approved, with Finance and Teacherage items being moved to the top of the agenda due to Dr. Toma having to leave early.

5. Chairperson's report (2009.4_3.ChairReport.doc): A report was submitted.

6. Headmaster's report (2009.3_4.HMreport.doc):

Enrollment: Currently 196 students. Applications for Developing World Scholarships and financial assistance are due May 15.

Finances: Finance Committee reviewed the budget for the 2009-2010 on April 24 for presentation to the Executive Board.

Personnel: Thanks to Rod Kelly and Tracy Evans for their work on the Sports Dinner. Shannon Koga has replaced Sarah Branson as ninth grade homeroom teacher. Betsy Greenway, Matt Greenway and Barry Ratzliff attended a conference in Bangkok on MAPS Testing.

Curriculum: The Trans-disciplinary Skills standards and benchmarks are completed. Thanks to all teachers and especially to Betsy Greenway for her leadership.

Building and Grounds:

Technology: Televisions in classrooms are being switched to computer compatible flat screens.

7. Treasurer's report: Midorikawa presented the 2009-2010 budget. Three major expenses (about 1,000,000 each) for the 2009-2010 year were already paid out of the present year's budget: new math books, Powerschool administrative software, and several 42" flatscreens. The Board recommended setting a goal of 10,000,000 for the Recruitment Fund, to cover costs in case of a sick teacher needing to be repatriated, including salary and insurance costs until the end of the departing teacher's contract year.

8. Auditor's report:

There was a slight improvement in the Capital Improvement Fund.

9. Committee reports (May be covered in other reports)

Standing Committees (Four committees by by-law, first person listed is chair)

a. Finance Committee (Midorikawa, Branson, Shalfeieff):

Hillman moved, Halvorsen seconded, to approve the 2009-2010 budget with a 2% increase in tuition. Motion was approved.

b. Future Planning Committee (Kaufman, Branson, Halvorsen, Hillman, Midorikawa, Viljoen, Yonesaka, Ratzliff): Nothing to report.

c. HIS 50th Anniversary Celebration Sub-committee (Kaufman, Branson, Halvorsen, Midorikawa, Yonesaka, Brown, Dixit, Edwards, Ikeda, K. Riggins, T. Riggins, Watanabe): Nothing to report.

d. Personnel and Curriculum Committee (Viljoen, Branson); Nothing to report.

e. Buildings and Grounds Committee (Branson): Nothing to report.

Other Standing Committees (First person listed is chair)

f. Fund Raising and Marketing Committee (Kaufman, Halvorsen, Branson, T. Riggins) Nothing to report.

g. Tuition Assistance Committee (Branson, Halvorsen, Hillman): Committee will meet after May 15.

h. Board Nominating Committee (K. Riggins, Branson, Mitarai, Halvorsen);

The nominating committee submitted a list of potential nominees. Branson will contact the remaining nominees who have not yet been contacted to assess their availability.

10. Old Business

a. Board of Councilors Ground Rules (Yonesaka, K. Riggins, K. Shalfeieff, Mitarai, Goto) (2009.4_5.BofC_rules.doc)

Branson moved, Yonesaka seconded that the Ground Rules be approved and presented to the Board of Councilors. Motion was approved.

11. New Business

a. Policy for Teacherage (2009.4_6.Teacherage.doc)

Teacherage policy (regarding teachers wishing to move out) was discussed. At this point the Board recommends that teachers must meet various stipulations and also that they would receive only 50% of the housing allowance. Branson will discuss this with teachers, and will also encourage them to understand that the housing allowance for teachers in the Teacherage is used to fund future replacement of the building, whereas using the housing allowance to rent privately does not benefit HIS .

b. Personnel for 2009-2010

A closed executive session was held.

c. Trans-Disciplinary Skills (TADS_1.pdf; TADS_2.pdf; TADS_3.pdf: TADS_4.pdf)

Trans-Disciplinary Skills, Benchmarks, and Rubrics were presented from the HIS faculty. The Board thanked all faculty members for their dedicated work on these important documents. Halvorsen moved, Yonesaka seconded, that the Trans-Disciplinary Skills be adopted to replace the present ESLRs. Motion was approved.

April 27, 2009

Written by Executive Board

Friday, 01 May 2009 12:30 - Last Updated Friday, 01 May 2009 12:35

12. Review meeting

a. Review of meeting: Minutes and notes will be sent to all members, who will then vote via e-mail on the motions.

b. Time and Place of next meeting: The next meeting is scheduled for Monday, May 18 at 6 pm at HIS.

c. Agenda items: Dedicated time to evaluate the Headmaster.

13. Adjourn meeting

Yonesaka moved, Hillman seconded, that the meeting be adjourned. Meeting was adjourned at 8:48 p.m.

Submitted by Yonesaka 4/28/09

Proofread by Halvorsen 4/30/09