

Minutes for the 2008-2009 HIS Executive Board Meeting 1

Monday Aug. 30, 2008 at HIS at 1:00 p.m.

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

Members absent: Viljoen

One position vacant.

Guest present: Dr. Toma (HIS Auditor); Mr. John Ritter (trainer); Barry Ratzliff (open session)

1. Discussion items: None. Mr. Ritter introduced an instrument for board meeting self-evaluation.
2. Call meeting to order: Halvorsen called the meeting to order at 1:30.
3. Agenda approval: Today's agenda was revised and approved.
4. Minutes approval: Minutes of June 24, 2008 Board meeting did not require minutes because there had not been a quorum.
5. Chairperson's report (Document 2): The report expressed condolences to the Dykhouse family and condolences to the Bransons on the passing of Sarah's mother, and thanked Scott Housel.
6. Headmaster's report (Document 3):
  - Enrollment: 197
  - Finances: summer school brought in 1.5 scholarships; Kitara brought in 1 scholarship.
  - Personnel: New teachers: Robert Johnston, mathematics; Sophie Brown, physical education; Celia Lopez, Spanish.
  - Curriculum Conference: registration has begun.
  - Curriculum: Will work toward publication of curriculum documents.
  - School Improvement: A faculty handbook addressing secondary school issues has been distributed; new athletic eligibility rules are less punitive.
  - Building and Grounds: The school safety program includes evacuation, CPR, & traffic safety en route to school.
  - Fiftieth Anniversary and Marketing: Endowment Fund has ¥609,910 from six donors.
  - Student Issues: The student issues that occurred at the end of last year have been addressed. In addition, Branson explained the circumstances regarding a lawsuit against an HIS business client.
7. Treasurer's report: Nothing to report.
8. Auditor's report (Document 4)
  - a. Branson will send Board the Auditor's report when it arrives.
  - b. As part of its proposition that HIS buy the property on which the building is built, Sapporo City has requested documentation from HIS regarding long-term future financial plans. Toma will write up projected (approx. 2028) cost of additional buildings and of a replacement building. Branson will ask HIS lawyer Mr. Tanaka to explain that HIS will respond to the request after the

October 2008 Board of Councilor's meeting.

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):

Will meet soon.

b. Future Planning Committee:

- Committee members were reduced to: Branson, Halvorsen, Viljoen, Yonesaka, and Ratzliff.
- Committee will work on implementing Strategic Goals and will report to the Board every two months.

c. HIS 50th Anniversary Celebration Sub-committee (Kaufman, Branson, Halvorsen, Midorikawa, Yonesaka, Brown, Dixit, Edwards, Ikeda, K. Riggins, T. Riggins):

Yonesaka reported on Gala & Family Day preparations.

d. Personnel and Curriculum Committee (Viljoen, Branson):

Report on exit interviews: Tabled until next meeting.

e. Buildings and Grounds Committee (Branson): Buildings and grounds are clean for the new school year.

Other Standing Committees (First person listed is chair)

f. Fund Raising and Marketing Committee (Kaufman, Halvorsen, T. Riggins): Fundraising for the Endowment Fund has begun. Donations are double-tracked by Branson & Eri Kashiwabara. Branson will have a Japanese thank-you letter prepared.

g. Tuition Assistance Committee (Branson, Halvorsen, Hillman; guest: Kaufman): Awarding of tuition assistance for this year has been completed.

< From this point on, the meeting was closed.>

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

- Scott Housel's resignation from the Board has left a vacancy that must be filled by appointment. A candidate was agreed upon and will be approached. In addition, a short-list of other possible candidates for both Boards was discussed and will be conveyed to the Nominating Committee.
- Kaufman confirmed that he would like to continue on the Board in a new term after his present term expires and the Board concurred.
- The Board acknowledged that it needs to be more visible and establish a better relationship with the HIS community.

10. Old Business

a. Revision of the HIS Policy Handbook Sections 1.00 to 2.00

Tabled until next meeting.

11. New business

a. In response to the letter of Aug. 14, 2008 by A. Pyantenko, Yonesaka moved, Halvorsen seconded, that the HIS board not re-admit Elizabeth Pyantenko because the trust between HIS and the Pyantenko family has been irrevocably harmed by the legal proceedings. The motion was unanimously approved, 6 – 0.

b. Halvorsen and Kaufman, and possibly Branson, will host Connie Buford for dinner on Sept. 12.

12. Time and place for the next meeting: Meeting #2 was tentatively set for Tuesday, Sept 30, at 6 pm at HIS.

13. Shortlist of items for next meeting:

- Approve new Board member replacing Housel.
- Confirm definition of “quorum” in policy and bylaws.
- Set policy on criteria for academic standards and student & parent conduct for scholarship students.
- Discussion on choosing next Board Chair and on EARCOS conference attendees.

14. Meeting adjournment: Halvorsen moved, Yonesaka seconded, that the meeting be adjourned. Meeting was adjourned at 4:48 p.m.

15. Review of the meeting

The Board had selected criteria from its “Principles and Practice of Effective Governance” that it wanted feedback on. Mr. Ritter observed the meeting and noted that:

- The Board had largely met its criteria.
- The Board should consider reversing the order of the agenda so that action/decision items are dealt with before reports/information items.
- Reports should be written, with speaking limited to responding to questions.
- Meetings should begin after choosing criteria to be aware of for subsequent reflection.

Submitted by Yonesaka 8/31/08

Proofread by Halvorsen 9/06/08