

Minutes for the 2008-2009 HIS Executive Board Meeting
February 4, 2009 (Wed) at HIS at 6:00 pm.

Members present: Halvorsen, Branson, Ikeda, Kaufman, Midorikawa, Viljoen, Yonesaka

Members absent: Hillman

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

1. Discussion items

Yonesaka summarized information from four presentations at the EARCOS administrators' conference in Nov 2008 regarding fundraising, donor data-basing, standards-based assessment, and PTA development.

2. Call meeting to order

Halvorsen called the meeting to order at 6:22. The Board offered condolences to the Ikeda family on the passing of Tatsuaki Ikeda's father and congratulations to Dale Viljoen on his marriage to Karen.

3. Approve minutes (2009.1_1.minutes.doc)

Minutes of Nov. 25, 2008 Board meeting were approved and signed.

4. Approve agenda (2009.1_2.agenda.doc)

Today's agenda was approved.

5. Chairperson's report (2009.1_3.ChairReport.doc)

Halvorsen thanked Kaufman and Hokkaido Diet member Mr. Kamada who were instrumental in securing the traffic signal in front of HIS.

6. Headmaster's report (2009.1_4.HMreport.doc)

- Enrollment: 201
- Finances: The grant application for 2009-2010 to the US State Department has been completed. Branson suggested the Board consider reviewing HIS entrance fee policy in terms of pro-rating it for students who arrive mid-year.
- Personnel: Barry Ratzliff will participate in a WASC Visiting Team for Seoul International School in April. The U.S. Office of Overseas Schools is providing some financial support for Matt and Betsy Greenway and Barry Ratzliff to attend the MAPS (Measures of Academic Progress) testing workshop in April.
- Curriculum: Teachers are working hard on planning, scheduling, and re-aligning of the curriculum, both for the 2009-2010 academic year and for the next three-year cycle. With the legal situation resolved, the ESL program will also be examined. The teacher training for International Primary Curriculum in February, 2009, was canceled.

- School Improvement: A professional administrative software, PowerSchool, will replace the freeware, Centre, which is not meeting expectations and needs.
- Building and Grounds: Thanks to Phred Kaufman for his work in bringing the traffic light to HIS.
- Fiftieth Anniversary and Marketing: Kay Shalfeiff has publishing a new and improved community newsletter. A Japanese version is also being prepared. The local Apple Store presented a workshop to HIS teachers and we hope to deepen this partnership. The Endowment Fund currently stands at ¥2,700,306. Many, many thanks to everyone who worked so hard on the Avner/Julie weekend which raised an additional ¥425,379.
- Other: The legal case with the Pyatenko family was concluded on Jan 29, 2009.

7. Treasurer's report (2009.1_5a.NovFin.xls; 2009.1_5b.DecFin.xls; 2009.1_5c.NovFin; 2009.1_5d.NovFin)

HIS finances remain basically sound. The change from trimester to quarterly payments has improved the cash flow.

8. Auditor's report

Due to the worldwide economic downturn, the Capital Improvements Fund continues to depreciate. The CIF investment strategy will be a discussion item at the next meeting; however, any change in investment policy would require Board of Councilor approval.

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);

Committee report from meeting Feb. 4: The 2009-2010 budget process is starting now and the committee is working on a three-year budget cycle. Upcoming expenditures will be the salary for one new teaching position (bringing teaching staff back to the norm) and for the new administrative software.

b. Future Planning Committee (Kaufman, Branson, Halvorsen, Hillman, Midorikawa, Viljoen, Yonesaka, Ratzliff);

1. WASC report: Barry Ratzliff presented a draft of Section V of the WASC report concerning one Area of Critical Follow-Up: the integration of WASC recommendations into the HIS Strategic Plan. The Board needs to remain involved with WASC through an ongoing WASC committee work.

2. Strategic Plan update (Branson): Tabled until the next meeting. The Board will invite teachers for a discussion on Feb 25 including the strategic plan.

c. HIS 50th Anniversary Celebration Sub-committee (Kaufman, Branson, Halvorsen, Midorikawa, Yonesaka, Brown, Dixit, Edwards, Ikeda, K. Riggins, T. Riggins, Watanabe): The Board thanks Kristin Dixit for follow-up work on Aver/Julie weekend.

d. Personnel and Curriculum Committee (Viljoen, Branson): Viljoen and Yonesaka will request an exit interview with Glenn McKinney.

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); Having focused on fund-raising events this year, the committee needs to meet about long-term planning. Kaufman explained HIBA's proposal to hold a Food & Beverage Festival celebrating the 50th anniversary of the Sapporo-Portland Sister City Relationship on HIS grounds during the summer break, in order to benefit the HIS endowment fund.

g. Tuition Assistance Committee (Branson, Halvorsen, Hillman): Applications for tuition assistance in 2009-2010 will be available in May.

h. Board Nominating Committee (K. Riggins, Branson, Mitarai, Halvorsen); Possible candidates are still being solicited and the committee needs to meet.

10. Old Business

a. Policy for scholarships: Secondary teachers are continuing to discuss this.

b. Land: HIS' stance remains unchanged until further contact from the City.

c. Board retreat: Branson will invite a range of people within HIS to attend part of the board retreat on Aug 28-30, 2009.

11. New Business

a. Dorm Policy (2009.1_6.DormPolicy.doc): Barry Ratzliff presented a detailed document describing the HIS Dormitory, including present regulations. The Board will write and vote on a policy to support Dorm regulations

b. Working Regulations revision (Toma and Abe): Dr. Toma and Shimako Abe will update a November 2001 document on working regulations.

c. A specialist in Special Education will be visiting HIS, thanks to support from the U.S. Office of Overseas Schools.

12. Review of meeting

a. Review of meeting: The meeting was effective.

b. Time and Place of next meeting: The next meeting was set for Wednesday, Feb. 25, at 6 pm at HIS. Faculty will be invited for a joint, informal discussion from 4:30 to 6:00.

c. Agenda items for next meeting: Discussion items: Updating the HIS Strategic Plan; CIF investment strategy. Items to be voted on: Scholarship Policy; Dorm Policy.

13. Adjournment of meeting

Midorikawa moved, Viljoen seconded, that the meeting be adjourned. Meeting was adjourned at 8:47 p.m.

Submitted by Yonesaka 2/05/09

Proofread by Halvorsen 2/05/09

February 4, 2009

Written by Executive Board

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