

Minutes for the 2008-2009 HIS Executive Board Meeting  
February 25, 2009 at HIS at 6:00 pm.

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

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

1. Discussion items

a. Review of Faculty/Executive Board meeting: HIS faculty and board members met for general discussion from 4:30 to 6:00. With nearly 100% attendance, there was an amicable and fruitful exchange of ideas that Viljoen will write up.

b. C.I.F.: After discussion, it was decided not to move market money into bonds.

2. Call meeting to order: Halvorsen called the meeting to order at 7:05.

3. Approve minutes (2009.2\_1.minutes.doc)

Minutes of Feb. 4, 2009 Board meeting were approved and signed.

4. Approve agenda (2009.2\_2.agenda.doc): Today's agenda was approved.

5. Chairperson's report (2009.2\_3.ChairReport.doc)

Halvorsen thanked Rod Kelly and other volunteers for the HIS Snow Festival Classic.

6. Headmaster's report (2009.2\_4.HMreport.doc)

- Enrollment: 200

- Finances: The budget process for 2009-2010 has begun, including input from teachers.

- Personnel: The scheduling Committee is working to move Steve and Yasmin Morrison into the schedule. Sarah Branson will attend a training session for school nurses to prepare for adding that position to her duties in 2009.

- Curriculum: Reading specialist Dr. Sylvia Linan-Thompson will be visiting HIS February 26, 27, 28 to work with students and teachers, particularly secondary. Her visit was coordinated and funded by the United States State Department and the Office of Overseas Schools.

- Curriculum Conference: We welcome the Powells for a return visit on March 12 & 13.

- Students:

On Wednesday evening, 2/18, the school kitchen's gas valves were opened, flooding the school with gas. The gas alarm went off, and nobody was hurt, but the incident was potentially very dangerous.

On Thursday morning, the faculty were called together before school and a consensus was reached to close HIS to after-school activities through 2/27. Branson spoke with students from 5th to 12th grade; other elementary teachers spoke to their classes. On Friday 2/20, Branson was not at school as part of a pre-planned day off. On Mon. 2/23 Branson spoke again with students, but nobody came forward.

On Mon. 2/23 & Tues. 2/24, Branson met with teachers, student council, and volunteer teachers, to create a lasting and enforceable plan to promote after school activity participation and student safety that is consistent with HIS culture and environment. This plan will be reviewed by faculty on 2/26 and will be explained to students on Friday 2/27, with a letter to go

out to parents.

The Board expressed deep concern, and supports all faculty in balancing safety and freedom, responsibility and privileges, the preservation and growth of the culture of the school.

7. Treasurer's report: No report this month.

8. Auditor's report: Slight recovery in CIF 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): Nothing to report.

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

WASC report: Barry Ratzliff reiterated the need to align the Strategic Plan, WASC recommendations, and the Annual Report, and to reconfigure the WASC process. Board is invited to meet WASC member Linda Moran on April 5.

Strategic Plan update: Board needs to align the updating process by evolving the "WASC" group into a "School Planning Team".

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

d. Personnel and Curriculum Committee (Viljoen, Branson)

At the end of March, Viljoen will distribute Headmaster Evaluation forms to board, teachers, & participating students (Grades 9~12, two students from each grade) for gathering of confidential, background feedback. The full Board will evaluate Branson in May or June.

e. Buildings and Grounds Committee (Branson): Kay Shalfeieff and Takashi Ogawa are working on 3-year budgeting cycle.

Other Standing Committees (First person listed is chair)

f. Fund Raising and Marketing Committee (Kaufman, Halvorsen, Branson, T. Riggins) Kaori Ratzliff will start a "Business club" with representatives from each class to run the "HIS Community Store".

g. Tuition Assistance Committee (Branson, Halvorsen, Hillman):

Branson will put applications on the HIS website. Hokuyou Bank has had to withdraw three scholarships for developing countries. The Board gratefully acknowledges their past support.

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

Committee will meet in March.

10. Old Business

a. Policy for scholarships: In process.

b. Land: Halvorsen moved, Ikeda seconded, that the Board accept Sapporo City's proposal to extend the current land policy for one year while continuing negotiations toward a mutually acceptable land price. Motion was approved. Kaufman will work on getting an appraisal for the land.

c. Dorm Policy (Ratzliff): The Board supports the implementation of the preliminary draft of the Dorm Policy as noted in section 4.0.11 of HIS rules.

d. Working Regulations revision (Toma & Abe): In progress.

**11. New Business**

A committee for planning a new school building needs to be formed.

**12. Review of meeting**

a. Review of meeting: The meeting was effective and members maintained appropriate advisory roles.

b. Time and Place of next meeting: The next meeting was set for Monday, March 31 at 6 pm at HIS.

c. Agenda items:

Discussion Items: Review of Strategic Planning process; Generate names for Board nominating committee; Generate names for New Building Planning Committee;

Agenda Items: Dorm Policy; Scholarship Policy

**13. Adjourn meeting**

Halvorsen moved, Hillman seconded, that the meeting be adjourned. Meeting was adjourned at 9:00 p.m.

Submitted by Yonesaka 2/26/09

Proofread by Halvorsen 2/26/09