

Minutes for the 2008-2009 HIS Executive Board Meeting  
June 21, 2009 at "Chandama" at 6:30 p.m.

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

Members absent: Branson

Guests present: Barry Ratzliff (Deputy Headmaster)

1. Discussion items: None

2. Call meeting to order: Halvorsen called the meeting to order at 6:47

3. Approve minutes (2009.6\_1.minutes.doc)

Minutes of May 18, 2009 Board meeting were approved and signed.

4. Approve agenda (2009.6\_2.agenda.doc)

5. Chairperson's report (2009.6\_4.HMreport.doc)

Halvorsen thanked all Board members and attending guests Mr. Ratzliff and Dr. Toma for their leadership and work. He noted that the 50th Anniversary weekend was the highlight of the year. He would like to see HIS keep track of its patrons and find more ways to acknowledge their help. He noted that the board needs to be vigilant to keep current with the WASC process.

6. Headmaster's report (2009.6\_3.HMreport.doc)

Enrollment: Numbers for next year are in a decline, as are numbers for the dorm

Finances: The external audit has been completed with no issues reported. Work in finance for 2009-2010 includes performing an insurance audit to verify coverage.

Personnel: Work in personnel for 2009-2010 includes completing job descriptions.

Curriculum: Work in curriculum for 2009-2010 includes curriculum revision for Pre-K to 12 Language Arts, and for Japanese and Spanish

Students: Congratulations to the Class of 2009.

7. Treasurer's report: Nothing to report.

8. Auditor's report: (2009.6\_6.CIF.doc)

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): See report in "New Business".

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

d. Personnel and Curriculum Committee (Viljoen, Branson): (2009.6\_5.ExitInterview.doc)

Viljoen reported on exit interviews. As follow-up, the board suggested that:

- new teachers be interviewed in November;
- parents be involved with new teacher orientation;
- the Teacherage Committee create an emergency manual for the Teacherage;
- the head of the Curriculum Committee rotate;

- Kitara and other school activities be given deep and thoughtful discussion.
- 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): Nothing to report.
- h. Board Nominating Committee (K. Riggins, Branson, Mitarai, Halvorsen): Nothing to report.

10. Old Business: Nothing to report.

11. New Business

a. Board Retreat Schedule: Branson and John Ritter will set final schedule for the retreat on August 28–30, 2009.

b. Academic Goals 2009-2010: Barry Ratzliff presented the School Improvement Committee's "School-wide Academic Goals for 2009-2010" (2009.6.7\_SchoolGoals.doc).

"In all subjects, students will develop the ability to read, interpret and draw conclusions from graphs, tables and diagrams; recognize evidence and reasoning in a text and use evidence and reasoning in writing; and improve conceptual and functional vocabulary in each discipline."

Viljoen motioned, Halvorsen seconded, that the Board approve the "School-wide Academic Goals for 2009-2010". Motion was approved. At each meeting, the Board will confirm whether these goals are being met.

12. Review meeting

a. Review of meeting:

- The Board thanked Hillman for his time and effort on behalf of HIS. The Board is especially grateful to departing Chairperson Halvorsen for serving on the Board for nearly a decade.
- In the future, discussion items should be a single "big issue" to discuss during a clearly limited amount of time.

b. Time and Place of next meeting: The next meeting will be Monday, August 24, at HIS at 6 p.m. The Board retreat will be on Friday, Saturday, Sunday, August 28-30.

c. Agenda items: Set Headmaster Goals for 2009-2010; Appoint positions of Treasurer, Secretary, etc.

13. Adjourn meeting

Halvorsen moved, Kaufman seconded, that the meeting be adjourned. Motion was approved. Meeting was adjourned at 7:32 p.m.

Submitted by Yonesaka 6/21/09

Proofread by Ha