

Minutes for the 2008-2009 HIS Executive Board Meeting
May 18, 2009 at HIS at 6:00 pm.

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

Members absent: Ikeda

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

1. Discussion items

- a. H1N1 influenza: The rubrics for dealing with the outbreak were explained and discussed. Rubrics have been uploaded to the HIS website.
- b. Headmaster evaluation: Results from the student and faculty headmaster evaluation surveys were discussed. The surveys were felt to be an accurate reflection of student and faculty sentiment, with higher ratings than last year.
- c. HuPA: To strengthen HuPA (PTA), representatives will be invited to join the Executive Board and Board of Councilors during the workshop with John Ritter in August.
- d. Teacherage: Discussion was held on the Teacherage & housing allowance. Viljoen will introduce a contractor for advice on possible Teacherage renovation.

2. Call meeting to order: Halvorsen called the meeting to order at 7:33

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

Minutes of Mar. 31, 2009 Board meeting were approved and signed.

4. Approve agenda (2009.5_2.agenda.doc)

Today's agenda was approved, with item (10d) added.

5. Chairperson's report (As in document provided at meeting.)

6. Headmaster's report (2009.5_3.HMreport.doc)

Enrollment: Currently 196 students.

Finances: No families owe tuition from third quarter.

Personnel: Non-paid "major and minor" assignments have been distributed to faculty for the 2009-2010 school year with recognition of the volunteer work teachers commit to HIS. Thanks goes to Barry Ratzliff for organizing this effort.

Curriculum: The curriculum committee thanks Glen McKinney for his service. The "testing piece" with MAPS testing is being set in place.

Technology: Matt Greenway leads the effort for the orientation process for PowerSchool.

7. Treasurer's report

The Board appreciates the faculty input and involvement in the budget. Branson will prepare a simplified report for the Councilors.

8. Auditor's report

An external professional audit will be done in June. The Capital Improvement Fund shows

some improvement.

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) : 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);

(a) The Board evaluated the Headmaster using the "Yearly Head Evaluation by the HIS Executive Board" form. During this time Branson was not present; Barry Ratzliff also participated in the evaluation with the consent of Branson. Viljoen will complete the form to present to Branson. The Board thanked Ratzliff for his work preparing the student version of the Headmaster Evaluation Form.

(b) Branson explained how the personnel issue was resolved. The Board thanked him for his good judgment and diplomacy.

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)

A report on the endowment fund will be included in the Kitara program. Branson suggested considering a silent auction of sports and other memorabilia during the next three years in early March.

g. Tuition Assistance Committee (Branson, Halvorsen, Hillman): The committee will meet.

h. Board Nominating Committee (K. Riggins, Branson, Mitarai, Halvorsen). Nominations (2009.5_4.Nominations.doc)

A slate of nominations was presented from the committee to the Board.

- Branson moved, Hillman seconded, to approve Chris Wood and Phred Kaufman as Executive Board members from 2009 to 2012. Motion was approved.

- Branson moved, Hillman seconded, to approve Dale Viljoen as Executive Board Chairperson from 2009 to 2012. Motion was approved.

- Branson moved, Hillman seconded, to approve Shoji Toma as Auditor from 2009 to 2012. Motion was approved.

- Branson moved, Hillman seconded, to approve as Board of Councilor member: Maiko Aoki and Karen Katayama from 2009 to 2012; Jim Morehouse from 2009 to 2011; Diane Brown from 2009 to 2010. Motion was approved.

10. Old Business

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

Halvorsen moved, Hillman seconded, to approve the Board of Councilors Ground Rules. Motion was approved.

b. Policy for Teacherage (2009.5_5.Teacherage.doc)

Branson moved, Viljoen seconded, that the Executive Board allow, in 2009 to 2010 only, current residents of the Teacherage who choose to leave the Teacherage and who have completed at

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least their first contract, to receive a housing allowance of 40,000 yen per month with which to live outside the Teacherage. This provision is to allow the Executive Board time to consider a long-term teacher housing solution. Because this is a voluntary decision, HIS is responsible only for the housing allowance, utilities and heating. This excludes any other fees such as key money. Motion was approved.

c. Approve Working Regulations

(2009.5_6.WorkReg-E.doc & 2009.5.7.WorkReg-J.doc)

Yonesaka moved, Hillman seconded, that the amendments to the Working Regulations be approved. Motion was approved.

11. New Business

The Board of Councilors meeting agenda was approved.

12. Review meeting

a. Review of meeting: Although the meeting started late, this allowed time for a good discussion.

b. Time and Place of next meeting The next meeting is scheduled for Sunday, June 21 at 5:00.

c. Agenda items: Any items that come from the Board of Councilors meeting.

13. Adjourn meeting

Yonesaka moved, Hillman seconded, that the meeting be adjourned. Meeting was adjourned at 9:40 p.m.

Submitted by Yonesaka 5/21/09

Proofread by Halvorsen 5/21/