

## **Minutes of the 2009-2010 HIS Executive Board Meeting #11 May 24, 2010 (Monday) at HIS at 17:00**

**Members present:** Ikeda, Kaufman, Lyons, Midorikawa, Branson, Viljoen, Yonesaka

**Members absent:** Wood

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

**1. Call meeting to order:** Viljoen called the meeting to order at 17: 05.

**2. Approve agenda** (2010.5.24\_1.agenda ExB.pdf) (Confirm most important items for us this evening.) The agenda was approved.

**3. Approve and sign minutes** of April 28 meeting (2010.5.24\_2.2010Apr28\_minutes.pdf) Minutes of April 28 meeting were approved and signed.

**4. Matters/ discussion arising out of the minutes:** None.

**5. Chairperson's report** (2010.5.24\_3.Chair ExB.pdf)

The Executive Board needs to set slates for the Executive Board, the Board of Councilors, and the Chair for 2010-2011. Viljoen also suggested a combined one-day Board Retreat and Board meeting in August, in order to have Board goals ready to be announced at the commencement ceremony.

Viljoen's and Yonesaka's terms will be up at the end of 2011. It is essential to ensure that the Executive Board for 2011-2012 (when Barry takes over as Head of School) is one that works hard and works together well, with the positions of Chair, Secretary, Treasurer filled by people with some experience of Board matters.

**6. Headmaster's report** (2010.5.24\_4.HMreport\_BofC.pdf; 2010.5.24\_4a.HMreport.pdf)

**Enrollment:** HIS currently has 196 students.

**Finances:** HIS has taken the appropriate action to negotiate between parents of senior high students and the Hokkaido Government for the tuition reimbursement. The tuition reimbursement goes to families without any compensation to schools and is a lot of work. We are currently looking for a method to return the tuition reimbursement to HIS. Grateful thanks go to Eri Kashiwabara, Shimako Abe, and Ikuko Kuwata for their work on this.

**Personnel:** Collaboration within the Early Childhood team (Pre-K to grade 2) is strong. A part-time teacher will be hired to provide arts education for this level. The Teacherage will be in limited use in 2010-2011, with the goal of a new facility for August 2011. Kaori Ratzliff will be the foreign-hire liaison.

**Curriculum:** Excellent work has come from the language arts, homeroom, and Japanese curriculum teams.

**Building and Grounds:** Mr. Ogawa will be asked to draw up a systematic plan for building improvements.

**Marketing:** Food and Beverage Festival will be held June 25, 26, 27 at HIS. Thanks go to Phred Kaufman.

**Student Issues:** HIS needs to take steps to reduce perceptions that it is an unfriendly school where non-Japanese speaking students may feel ostracized. There has also been mention of undue pressure for practicing for Kitara.

**Unified school goals:** The Board will look at these in June.

**7. Deputy Headmaster's report** (2010.5.24\_5.DHMreport\_BofC.pdf)

These points will be highlighted for the Board of Councilors:

**PowerSchool:** This software continues to benefit the HIS community, permitting student and parent access to pertinent information on academic progress and daily assignment completion. For the first time ever, HIS is able to accurately monitor student attendance and enforce the school's long-standing policy on 80% attendance.

**MAP Testing:** The MAP testing is in its second round of delivery and will provide the school with important data. Initial training and information sessions were provided after Winter Break that helped teachers through the MAP website. MAP allows teachers to track 'big-picture', long-term progress and to identify specific areas needed for individual growth. Many thanks go to the Greenways who spent many hours to ensure that the testing went smoothly.

**School Improvement Accreditation:** The school's Annual Report for 2008-09 was completed and disseminated. This collection provides evidence for why we make the decisions we do.

(1) The Language Curriculum & Mission has been made easier by the MAPS testing.

(2) Guiding Expectation of Behavior for students has been agreed on.

(3) Academic Integrity in Research: Work has begun helping students move beyond copying and pasting from the Internet.

(4) Homeroom Curriculum: The scope and sequencing is now online at [http://wikis.his.ac.jp/index.php?title=Curriculum:Sec\\_Homeroom](http://wikis.his.ac.jp/index.php?title=Curriculum:Sec_Homeroom)

**8. Treasurer's report:** Report will be given at the Board of Councilor's meeting.

**9. Auditor's report:** Report will be given at the Board of Councilor's meeting. A professional yearly internal audit will be held in June.

#### **A. Decisions needed/ desired**

**10. Minute the email decision regarding purchase of the school land from the City of Sapporo using a JP Bank loan:**

Yonesaka moved and Kaufman seconded the motion that HIS take a 207 million yen 10 year changeable rate loan with Hokuyo Bank to pay for the purchase of the HIS campus land from the City of Sapporo. Motion was unanimously approved.

During discussion, the Board confirmed that the changeable rate is 1.9% and that the loan can be repaid earlier at any time. The Board feels it has done due diligence on this matter. Branson and Midorikawa will complete the loan paperwork by the end of October. The future handling of the loan will be gauged, among other factors, against the fixed rate of 2.75% and against the yen rate, which Ratzliff is prepared to monitor.

**11. Discuss and minute the decision regarding the slate for Board Chair, Board of Councilors & Executive Board for the 2010-2011 school year**

Branson proposed having a single person take on the role of Executive Board Vice-Chair & Treasurer. The Finance Committee would be re-organized so that the Treasurer/Vice-Chair would act as a conduit between the Finance Committee and the Executive Board while relieving the Head of some of the responsibility. However, the Finance Committee Head would do the number-crunching work. Midorikawa has agreed to be the head of the Finance Committee while stepping off the Board.

The slate from the Nominating committee was presented in which Karen Katayama takes over Chris Wood's tenure. Viljoen moved that we adopt the proposed slate of the Executive Board. Yonesaka seconded. Motion was unanimously approved.

Viljoen is prepared to be Board Chair for one more year.

Branson moved, Kaufman seconded that Viljoen serve as Board Chair for one more year. Motion was approved.

**12. Board self-appraisal**

Tabled until next month. Yonesaka reminded members to complete the appraisal so it can be collated for the June 2010 meeting.

### **13. Improved Board communication and practice**

There was discussion regarding a proposal made by Branson at the previous meeting to help the Board be better known by rotating membership more rapidly. Discussion centered on the balance between organizational continuity and renewal.

Suggestions included: (a) amending the bylaws to set term limitations to two consecutive terms of three years; (b) inviting a teacher or parent guest attend each month and possibly make a presentation; (c) increasing membership up to nine members; (d) suggesting that officers serve only one term of three years; (e) formalizing succession planning.

Decision was tabled until the next meeting.

**14. Board Retreat and Meeting in August** – August 14 (Saturday, 9:00-16:30): see Chair report.

Viljoen explained his proposal, the purpose of which is to have Board Goals ready for the Opening Ceremony and also have them tied in closely with WASC goals. The Board would also meet the new teachers during lunch. It was agreed to have this day-long Saturday Board retreat and Board meeting on August 14.

### **15. Head of School evaluation**

The Board evaluated the Head both through written responses that had previously been submitted and through discussion. Viljoen will prepare a written report to which the Head will respond in writing.

**16. Vision statement for HIS:** To be covered during today's Board of Councilors' meeting.

## **B. Items to be discussed/ reviewed**

**17. Niseko satellite school:** To be covered during today's Board of Councilors' meeting.

**18. Curriculum development, implementation and assessment:** To be covered during today's Board of Councilors' meeting.

**19. Teacherage Housing:** To be covered during today's Board of Councilors' meeting.

**20. Head transition:** To be covered during today's Board of Councilors' meeting.

**21. Communication:** HuPA – PTA: To be covered during today's Board of Councilors' meeting.

## **C. Possible items for discussion today?**

C-1 2009-2010 Board Calendar ongoing review – are we on track?

C-2 John Ritter in 2010

## **D. Items for consideration in the future**

D-1 Review of policies

D-2 Progress on New Building Extension evaluation [New Building Extension Committee]

D-3 Kitara Concert Review

D-4 One "unified" action plan

D-5 Teacher exit interviews – information will be given on these at the June ExB meeting

**22. Review of meeting:** Tabled.

**23. Time and Place of next meetings:**

**June 18** (Friday) at 18:00 at the restaurant Chandama: Business meeting and dinner.

July: no meeting

Saturday, **August 14** (At the Board retreat 14:45-16:30)

**24. Adjourn meeting:** Viljoen adjourned the meeting at 18:51.

For reference:

**Standing Committees** (Four committees required by by-law, first person listed is chair)

- a. Finance Committee (Midorikawa, Branson, Shalfeieff) Need to co-opt other members
- b. Future Planning Committee [School Improvement Committee] (Ratzliff, Branson, Viljoen, Yonesaka, K. Katayama, M. Greenway, B. Greenway, Shibuya, Piazza, students)
- c. Personnel and Curriculum Committee (Viljoen, Branson)
- d. Buildings and Grounds Committee (Branson, Ikeda, Lyons)

**Other Committees** (First person listed is chair)

- f. Fund Raising and Marketing Committee (Kaufman, Branson, Riggins)
- g. Tuition Assistance Committee (Branson, Viljoen, Lyons)
- h. Board Nominating Committee (K. Riggins, Branson, Mitarai)
- i. New Building Extension Committee (Kaufman, Branson, Ikeda, Piazza, Sugino)
- j. Teacherage Committee (Branson, Kaufman, Ogawa)

#### **Executive Board Goals for 2009-2010**

1. Ensure that teachers develop a language arts curriculum that aligns agreed standards, assessment, and instructional practice.
2. Raise the HIS community's awareness that the alignment of activities with the school's mission statement and curriculum is a priority.
3. Examine and create contingencies for future HIS facilities.
4. Review and update Executive Board policies.
5. Investigate the possibility of starting a satellite school in Niseko

#### **HIS Mission Statement**

Hokkaido International School will nurture inquisitive, creative learners for compassionate stewardship of an ever-changing world by providing a university preparatory program, within an English language environment.

#### **Summary for the Husky Express:**

At the meetings of the Executive Board and Board of Councilors on May 24, 2010, several important decisions were approved:

First, HIS will take a 207 million yen 10 year changeable rate loan with Hokuyo Bank to pay for the purchase of the HIS campus land from the City of Sapporo. This means that by the end of this year (2010) **HIS will own the land** upon which it sits! Celebrate! Please note that the purchase of this land will **not be funded at all from your tuition payments**.

Next, the Boards approved the HIS budget for 2010-2011, including **a very modest 3% increase** in tuition and dorm fees. Both Boards recognize that it is only through ongoing fiscal discipline that HIS is able to avoid the higher fees and higher yearly fee increases of other International Schools.

Finally, **Barry Ratzliff was approved as Head of School** beginning July 1, 2011. The Search Committee thanks the entire HIS community for its input and assistance. The next time you see Dale Viljoen, please thank him for his time and wisdom in leading the process. Please also thank the other 6 members of the Search Committee for their hard work.

Minutes by Yonesaka (6/1/2010)

Proofread by Viljoen (6/2/2010)