

Minutes for the 2008-2009 HIS Executive Board Meeting 2

Tues. Oct. 21, 2008 at HIS at 6:00 p.m.

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

Members absent: Viljoen

Guests present: Dr. Toma (HIS Auditor); Barry Ratzliff (Future Planning Committee; present for discussion only.)

1. Discussion items (Future Planning Committee):

Mr. Ratzliff explained the upcoming WASC midterm visit from April 5 to April 7, 2009. He explained that Hokkaido International School is in a good position for the visit. All recommendations from WASC so far have been addressed to some extent.

The WASC standing committee (R. Branson, B. Ratzliff, P. Shibuya, B Greenway, M. Greenway; D. Deelstra, D. Piazza) will meet three time before the visit in order to compile the report to WASC. The committee will also need to be joined by one parent, one student representative, and one Board representative.

The WASC report will be based on the Annual Report, but will also need supplementing in several areas, including information about the Executive Board.

The Board thanked Mr. Ratzliff for his time.

2. Calling meeting to order:

Halvorsen called the meeting to order at 6:34.

3. Approval & signing of minutes

Minutes of Sept 30, 2008 Board meeting were approved and signed.

4. Approval of agenda (document 2: 2008.10_2.agenda.doc):

"Future Planning Committee" was put under "Discussion" and Agenda was approved.

5. Chairperson's report (document 3: 2008.10_3.Chair-report.doc):

Halvorsen expressed confidence that the Board would reach the right decision on Hokkaido International School land issues.

6. Headmaster's report (document 4: 2008.09_4.HMreport.doc):

- Enrollment: 198
- Finances: The 2008-2009 budget need not be revised as predictions were accurate.
- Personnel: By Nov. 7, teachers will give a binding declaration for the 2009-2010 school year.
- Curriculum Conference: All faculty attended the EARCOS workshop hosted by HIS on Oct 11 & 12.
- Curriculum: Teachers are developing unit plans with differentiation, collaboration & integration.
- School Improvement: The first annual report has been presented to both Boards.
- Building and Grounds: Some Teacherage heaters are being replaced.
- Fiftieth Anniversary and Marketing: The Endowment Fund stands at 2,269,920, including

400,000 from the Niseko Cricket weekend.

- Strategic Plan: Our lawyer Dr. Tanaka now recommends that Hokkaido International School negotiate with the City of Sapporo to buy the land on which the buildings rest.

In addition, Branson recommended that, based on the salary & benefits information for international schools in Japan, HIS should provide more home leave to teachers in order to remain competitive and maintain our transient teacher base. He recommended that this happen this year. Several possibilities were discussed.

7. Treasurer's report: Nothing to report.

8. Auditor's report: Nothing to report.

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 today's discussion item.

c. HIS 50th Anniversary Celebration Sub-committee (Kaufman, Branson, Halvorsen, Yonesaka, Ikeda, with many non-Board members): Yonesaka reported on Gala & Family Day

Document i. 2008.10_5.Gala Fin.doc

Document ii. 2008.10_6 Gala Report.doc

d. Personnel and Curriculum Committee (Viljoen, Branson): Nothing to report.

e. Buildings and Grounds Committee (Branson): Ikeda was added to this committee.

Other Standing Committees (First person listed is chair):

f. Fund Raising and Marketing Committee (Kaufman, Halvorsen, Branson, T. Riggins): Small Japanese pamphlets will be reprinted.

g. Tuition Assistance Committee (Branson, Halvorsen, Hillman): Nothing to report.

h. Board Nominating Committee (K. Riggins, Branson, Mitarai, Halvorsen): Possible candidates are under consideration.

10. Old Business

a. Scholarship policy: Branson put out two policy proposals (1) linking financial aid to academic and behavioral guidelines, and (2) academic policy requiring failing students to makeup courses. Although he asked for feedback from Board members, such policy would originate from the secondary faculty ? curriculum committee ? Board.

b. Land: Kaufman suggested that HIS borrow from the investment fund on a yearly basis

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rather than depleting the fund all at once. Branson will investigate this and will write a list of considerations for the City of Sapporo.

11. New Business:

- a. Jim Morehouse has been given a part-time contract as substitute teacher, ESL assistant, and Wednesday morning supervisor.
- b. HIS Drama classes will present "The Mikado" on Nov. 7.
- c. The Hex is now available at <http://hex.his.ac.jp/>

12. Review of meeting:

- a. Review meeting: None.
- b. Time and Place of next meeting: Meeting #3 was set for Tuesday, Nov. 25, at 6 pm at HIS.
- c. Agenda items for next meeting: None.

13. Adjournment of meeting:

Yonesaka moved, Kaufman seconded, that the meeting be adjourned. Meeting was adjourned at 8:03 p.m.

Submitted by Yonesaka 10/28/08

Proofread by Halvorsen 10/28/08