

Minutes for the 2009-2010 HIS Executive Board Meeting
Sept. 28, 2009 at HIS at 18:00

Members present: Viljoen, Branson, Ikeda, Kaufman, Yonesaka

Members absent: Lyons, Midorikawa, Wood

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

Note: Because there was not a quorum, motions were voted on by all members via e-mail after the meeting.

Meeting with Sapporo City officials from 18:00 ~ 18:30

The Board met with Sapporo City officials Mr. Takada, Mr. Kawakami, and Mr. Nakata regarding the land issue. The mayor has authorized the City to sell HIS the land for ¥220,000,000 (approx. ¥32,000 per square meter) to be paid in a lump sum by April 2010.. The other option is to lease the land for ¥9,400,000/yearly as previously proposed. Our present contract ends in March 2010, and the City strongly insists that HIS inform them of our decision by mid-December 2009.

1. Call meeting to order: Viljoen called the meeting to order at 18:30

2. Approve and sign minutes of August 29 meeting (2009.9_1 Aug 29 minutes.pdf)
Minutes of August 29 meeting were approved and signed.

3. Matters arising out of the minutes not on the agenda: 11(d) "The Chair will contact non-Board members..."
From now on, the leader of the committee should confirm members, not the Chair.

4. Approve agenda (2009.9_2.agenda.pdf)
The agenda was approved.

5. Chairperson's report (2009.9_3.Chair.pdf; 2009.9_4 Succession Planning Aug 2009 L&A.pdf)
The Board is very pleased that Branson has agreed to stay at HIS for one more year and has asked him to let the Board know by December if he would consider another contract after 2011. Regarding succession planning, Viljoen highlighted this passage from the August 2009 Littleford & Associates newsletter:
In the independent schools world, we hire externally 90% of the time and "fire" about 80% of those heads within the first five years. On the other hand, when we hire internally and develop an internal succession plan, the internal candidate is fired in the first five years only 10% of the time.

6. Headmaster's report (2009.9_5.HMreport.pdf & 2009.9_5b.Job Responses.pdf)
Enrollment: New students have been enrolled in September.
Finances: Providing national health insurance and pension for all HIS employees could raise personnel costs about ¥5 million in 2010-2011. Many thanks to Gert Dykhouse (\$1,000), the Terada family (¥50,000) and Mr. Yokohira (former bus driver, ¥20,000) for their generous gifts to the endowment fund.
Personnel: Branson is communicating with 60 prospective candidates for 2010-2011 teaching positions. He has observed all of the new teachers and continues to observe all teachers.

Curriculum: Shannon Koga and Yasmin Morrison are promoting the co-teaching model of ELL and distributed a new ELL handbook at Parent Nights.

Building and Grounds: A security door for the dorm has been ordered.

Technology: PowerSchool and PowerTeacher are in use, with the gradebook portion due to be online for second quarter.

Marketing: "Husky Tracks" in Japanese will be used to actively promote the November Open house to parents of younger children. Branson, Ratzliff and office staff are beginning to work on an Auction & Dinner event for the general community in February or March 2010.

Students: Gerald and Carryl Koe will be at HIS to perform student diagnostic work and make recommendations to teachers and parents.

7. Treasurer's report (2009.9_6.Fin.xls)

Student numbers have dropped, so the budget is conservative, accounting only for current students. There is a ¥10,000,000 shortfall. If the shortfall still exists at the end of the year, it will be covered by reserve funds.

8. Auditor's report

Dr. Toma reported on costs for insurance against lawsuits. He will continue to audit HIS' insurance policies.

A. Decisions needed/ desired

9. Approve the dispersal of surplus funds for the school year 2008-2009

Branson moved, Ikeda seconded, to approve the following disbursement of surplus funds from the school year 2008-2009 to the reserve accounts as recommended by the finance committee:

Maintenance and repair: ¥8,000,000 (original budget) + ¥8,000,000 (surplus funds)

School vehicle: ¥2,000,000 (original budget) + ¥2,000,000 (surplus funds)

Reserve funds: ¥2,000,000 (original budget) + ¥17,000,000 (surplus funds)

Recruiting: ¥1,500,000 (original budget) + ¥1,500,000 (surplus funds)

Motion was approved.

10. Approve the revised budget for school year 2009-2010

Kaufman moved, Viljoen seconded, to approve the revised budget for the 2009 –2010 school year.

Motion was approved.

11. Approve the Board Calendar for the school year 2009-2010 (2009.9_7.Board Calendar.pdf)

After revisions, the Board approved its calendar of work for the school year. The annual Teachers/Board meeting is scheduled for Nov. 10 from 4:00 to 5:00.

12. Approve the Board Contract sub-committee's proposal for Head's contract for school year 2010-2011

Viljoen moved, Yonesaka seconded, to approve the proposal by the Board Contract sub-committee to make the following changes to the Head's contract for the 2010-2011 school year: (a) 6% salary increase (b) snow clearing and lawn cutting service provided for the Head's house starting this year.

Motion was approved, with Branson abstaining.

B. Items being discussed/ reviewed

13. Curriculum development, implementation and assessment

The Board acknowledges the work of Shannon Koga and Yasmin Morrison in training the faculty in the co-teaching model of ESL, and appreciates the efforts of all teachers to implement it. The Board continues to recommend Language Arts development as critical for meeting WASC recommendations, and encourages teachers in their work in this area of the curriculum. The Board also recommends the implementation of limited multi-age classes at the elementary level in order to meet WASC recommendations for the continued development of the curriculum and of school-wide communication.

14. Review of Strategic Plan (2009.9_8.WASC.pdf)

The Board reviewed the reaffirmation of the WASC six-year term of accreditation and the suggestions made by the WASC Midterm Visiting Committee.

15. Progress on New Building Extension evaluation

A parent survey on needs for a New Building Extension has been piloted.

16. Executive Board evaluation method and content

Viljoen will submit a proposal to the Board after consultation with Branson.

17. Sapporo City land issue

Sapporo City's proposed offer was discussed. Dr. Toma will continue with negotiations and Branson will investigate HIS' financial options.

18. Communication: School – Parents: web improvement ongoing

Megan Roe has been updating the web page.

19. Communication: School – Board: meeting notes in Hex (2009.9_9.Letter.pdf)

A brief synopsis of the monthly Executive Board meeting is going into the HEx. The Board agreed with the content of Wood's HEx article about asking the community for feedback on school activities, but asked Wood to see if simpler English could be used to help those parents whose first language is not English.

C. New items for discussion

20. Board Rules of Order (2009.9_10.Board Rules of order.pdf)

Branson and Viljoen proposed a simpler Board Rules of Order. These will be discussed at the next meeting.

21. Kitaru Concert Review

Tabled.

22. Review of policies – forming a sub-committee to review HIS policies

Tabled.

D. Future items for consideration

23. Teacherage viability

September 28, 2009

Written by Executive Board

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Mr. Ogawa is getting an estimate for combining two apartments.

24. HuPA policy

Yonesaka will liaise with HuPA to let them know we will work with them on policy as soon as we can.

25. School activity assessment

Tabled.

26. Review of meeting

The meeting was efficient and much ground was covered.

27. Time and Place of next meetings:

- October 19 at 17:30 for one hour before B. of C. meeting at 19:00
- November 30 at 18:00
- December 14 at 18:00

28. Adjourn meeting

Viljoen moved, Branson seconded, to adjourn the meeting. Meeting was adjourned at 8:23.

Submitted by Yonesaka 10/2/2009

Proofread by Viljoen 10/2/2009