

Executive Minutes for the 2009-2010 HIS Executive Board Meeting #3
Oct. 19, 2009 at HIS at 17:30~18:30

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

Members absent: Lyons, Midorikawa

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

1. Call meeting to order Viljoen called the meeting to order at 17:34.

2. Approve and sign minutes of September 28 meeting (2009.10_1.minutes.pdf)
Minutes of September 28 meeting were approved and signed.

3. Matters arising out of the minutes not on the agenda.
Wood will re-write last meeting's summary (feedback on school activities) in simple English.

4. Approve agenda (2009.10_2.agenda.pdf)
The agenda was approved. Item 13 will be tabled.

5. Chairperson's report (2009.10_3.Chair.pdf)
The main item for approval concerns the very strong desire of the City of Sapporo that we buy the land for 220 million yen (2/3 of market value). If we do not do this by April 2010, the city is insisting that we rent this land for 9.4 million yen a year. With the two-year-long negotiations with the City reaching a head, we may not be able to negotiate or procrastinate for much longer without relationships deteriorating.
The other ongoing item is our need to continue to encourage Rick and Barry in their efforts in curriculum development, implementation and assessment.

6. Headmaster's report (2009.10_4.HMreport.pdf & 2009.10_4.Auction.doc)
This report only includes information not included in the Headmaster Report to the Board of Councilors.
Enrollment: HIS currently has 187 students. As of Tuesday, October 13, HIS had four cases of flu. In accordance with HIS protocols last week all school events were cancelled.
Finances: The Endowment Fund grew to ¥3,887,859.
Personnel: Branson has been in communication with over 100 applicants for the positions currently posted for the 2010-2011 school year. Current teachers will be asked for a commitment for 2010-2011 by Nov. 6. In 2010, HIS will likely go back to the previous model of one PE teacher and one art teacher to cut costs. It is critical to have an IT person on staff, such as Matt Greenway, who knows the back end of PowerSchool and who is able to understand and write HTML code.
Building and Grounds: A floor plan for a one-floor Teacherage apartment was posted in the faculty room for responses.
Marketing: Shimako Abe is researching potential sites for the Auction Fundraising Event. The auction agency's only fees are 20% of the profits generated from the sale of their auction items, plus a 3% credit card fee charged by its banks that it passes on. The agency would provide 2 to 3 staff to run the auction.

Students: The Board gratefully acknowledges the work of learning specialists Gerald and Carryl

Koe who worked with six HIS students. They have offered to return in future years for similar work.

7. Treasurer's report (2009.10_5.August1.pdf through 2009.10_5d.August5.pdf)
Branson will report on finances at the Councilor's meeting.

8. Auditor's report
Toma will report at the Councilor's meeting.

A. Decisions needed/ desired

9. Approve a motion to buy the school land from the City of Sapporo (2009.10.6.Gluck.pdf)
An Oct 7 email from Andrew Gluck (Harris Associates) states that the HIS account is 8% away from recouping all of the losses from 2008 and that the land expenditure (about 25% of the HIS portfolio) would take approximately five to six years to recoup. The Board discussed the parameters of cost of this land, how to pay for it (bank loan vs. Capital Improvement funds), and details of the proposal to the Board of Councilors.

Branson moved, Yonesaka seconded, that we take the motion to the Board of Councilors that the Executive Board will negotiate with and purchase from the City of Sapporo the current campus land for a price not to exceed ¥220,000,000 with the purchase being made no sooner than April 1, 2010. Motion was approved.

B. Items being discussed/ reviewed

10. Curriculum development, implementation and assessment
Barry Ratzliff presented a table of "Elements of International School Criteria". Some elements are already complete; HIS is now working on "Essential Teaching Strategies" and will begin work on "Inventorying Resources" as suggested by WASC,

11. 2009-2010 Board Calendar ongoing review
Due to the cancellation of the Fall Festival, the next opportunity to survey parents on their perceived needs for HIS future building will be Friday Dec 12.

12. Progress on New Building Extension evaluation
a. Progress on Teacherage (2009.10_7.Teacherage.pdf)
The comments from teachers posted regarding the Teacherage can be summed up by: "It just seems unwise to spend good money to upgrade a poor structure."

13. Executive Board evaluation method and content Tabled.

14. Niseko satellite school A presentation will be given at the Board of Councilors' meeting tonight.

15. Communication: School – Parents; & Communication: School – Board Tabled.

C. New items for discussion today

16. Student issue

October 19, 2009

Written by Executive Board

Tuesday, 17 November 2009 15:14 -

Two HIS students were arrested and charged with theft. Ratzliff, Abe and Branson responded and met with police. The theft was reported in the news without the mention of the school name. An HIS disciplinary review committee will be formed to take care of this student issue after legal matters have been settled.

17. Approve 2010-2011 calendar (2009.10_8.Calendar.doc)

Tabled until next meeting. The proposed 2010-2011 calendar will continue to be discussed by the teachers.

D. Items for consideration in the future

D-1 School activity assessment

D-2 Review of Strategic Plan

D-3 Board Rules of Order

D-4 Kitara Concert Review

D-5 Teacherage viability

D-6 HuPA policy

D-7 Review of policies – members of sub-committee?

18. Review of meeting

Given the number of difficult decisions to be made, the meeting was efficient and amicable.

19. Time and Place of next meetings: November 30 at 18:00 and December 14 at 18:00

20. Adjourn meeting

Viljoen moved, Kaufman seconded to adjourn the meeting. Meeting was adjourned at 18:43.

Submitted by Yonesaka 10/21/2009

Proofread by Viljoen 10/21/2009