

Minutes for the 2008-2009 HIS Executive Board Meeting
Monday Nov. 25, 2008 at HIS at 6:00 p.m.

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

Members absent: Hillman, Viljoen

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

Guests present for discussion only: Mr. Kengo Saito (Chief, International Relations Department, City of Sapporo); Mr. Toshimasa Kawakami (Assistant Director, International Relations Department, City of Sapporo).

1. Discussion items:

Mr. Saito and Mr. Kawakami responded as follows to the Board's questions regarding the land issue:

- a. The City believes it has the legal right to request payment for the use of the land.
- b. The City has no system for annual payments and would require a lump-sum payment.
- c. The City's own rough estimate of land market value is based on an empty lot. Any price below market value would require approval by the City legislature.
- d. If the City agrees to extend the present contract for one year during ongoing negotiations, they would need assurance that Hokkaido International School would reach a decision at the end of that time.

The Board responded with counter-arguments:

- a. Our relationship is mutually beneficial and valued. HIS fulfills a unique and irreplaceable role in Hokkaido's internationalization, and the City of Sapporo benefits from our presence, so we hope for the City's continued support.
- b. HIS was originally invited by the City to build on this particular piece of property with no written or implicit expectation that HIS would be required to buy the land in the future.
- c. HIS has been given too short a time to reach a decision that requires not only Board of Counselor approval but the tacit support of the HIS community.
- d. Even if both parties are able to agree on a reasonable price for the land, given the current financial market, HIS would need more time to secure a loan.
- e. Even if the City agrees to extend the present contract for one year during ongoing negotiations, HIS cannot promise to reach a decision without knowing the property cost.

The City will respond through Dr. Toma. The Board thanked Mr. Saito and Mr. Kawakami for their time.

2. Calling meeting to order:

Halvorsen called the meeting to order at 7:24.

3. Approval & signing of minutes (document 1: 2008.11_1.minutes.doc):

Minutes of Oct. 21, 2008 Board meeting were approved and signed.

4. Approval of agenda (document 2: 2008.11_2.agenda.doc):

Today's agenda was approved.

5. Chairperson's report (document 3: 2008.11_3.Chair-report.doc):

Halvorsen thanked Phred Kaufmann and the committee for a successful Drama Weekend with Avner Eisenberg and Julie Goell.

6. Headmaster's report (document 4: 2008.11_4.HMreport.doc):

- Enrollment: 199
- Finances: The budget surplus in annual recruitment, will be spent in additional professional development,
- Personnel: Faculty members declared their intentions for the 2009-2010 school year. Contract changes were recommended to improve competitiveness for new hires without straining the budget for teachers of longevity.
- Curriculum Conference: Bill and Ochan Powell will give workshops on March 12 & 13.
- Curriculum: The school is moving away from ISA (International Schools' Assessment) testing to MAP (Measures of Academic Progress) testing, which can be used for pre-tests, post-tests and placement tests.
- School Improvement: The first Annual Report has been given to both Boards and all teachers, and has been offered to parents. The data gathered for this publication will be used to set annual school-wide goals. A professional administrative software, PowerSchool, is being considered to replace the freeware, Centre, which is not meeting expectations and needs.
- Building and Grounds: The mobile computer lab is operational on the second floor.
- Fiftieth Anniversary and Marketing: The Endowment Fund currently stands at ¥2,680,360.
- Strategic Plan: An update is needed in January for budget planning in 2009.
- WASC: Barry Ratzliff is preparing the school for the midterm visit.

7. Treasurer's report:

Faculty recruitment costs have been kept way down by piggy-backing recruitment on to professional development conferences and WASC visits. The budget is in good shape.

8. Auditor's report (document distributed at meeting):

Dr. Toma explained that, due to the world-wide financial crisis, the Capital Improvement Fund now stands at less than 500 million yen.

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): The Board Retreat was tentatively scheduled for Aug 28~30, 2009.

c. HIS 50th Anniversary Celebration Sub-committee (Kaufman, Branson, Halvorsen, Yonesaka, Ikeda, with many non-Board members): The Board thanked Mr. Kaufmann, Shannon Koga, and all the other assistants for their hard work in organizing the Drama Weekend. A full report will be given at a later Board meeting. The school might consider writing an NEA grant for Avner Eisenberg as artist-in-residence.

d. Personnel and Curriculum Committee (Viljoen, Branson):

- (2008.11_7.Yonesaka.doc) Yonesaka reported briefly on the EARCOS Administrator's Conference and thanked HIS for sending her there.
- One teacher will be leaving; Two are expected to come. This puts the school back on a normal personnel load.

e. Buildings and Grounds Committee (Branson): Additional lockers were bought for the second floor.

Other Standing Committees (First person listed is chair):

f. Fund Raising and Marketing Committee (Kaufman, Halvorsen, Branson, T. Riggins): This committee will now revert to Endowment work.

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

h. Board Nominating Committee (K. Riggins, Branson, Mitarai, Halvorsen): Nothing to report.

10. Old Business

a. Policy for scholarships (2008.11_8.Scholarship.doc)

The policy for scholarships is now being discussed at faculty committee level.

b. Land (2008.11_9.City.doc)

Today's discussion was reviewed and the next steps were discussed.

11. New Business:

a. 2009-2010 contract changes

Branson moved, Kaufman seconded, the proposal that, starting in 2009, teacher contracts will have the following changes: (a) that the travel allowance will be increased from ¥80,000 to ¥140,000, and (b) that a second salary step, "B.A + 45 hours", be added. The motion was approved.

b. Request from Headmaster on his professional development

Halvorsen moved, Yonesaka seconded, the Headmaster's request that the Board give him permission to conduct a program evaluation of its Strategic Plan as the focus of his doctorate dissertation. The motion was approved.

12. Review of meeting:

a. Review meeting: The Board confirmed that Barry Ratzliff may attend Board meeting as a guest in the capacity of Deputy Headmaster, with the understanding that he may be asked to leave when appropriate.

b. Time and Place of next meeting: The next meeting was set for Tuesday, Jan. 27, 2009 at 6 pm at HIS.

c. Agenda items for next meeting: Draft the Board policy on scholarships; Discussion items: Yonesaka will present on the EARCOS conference.

14. Adjournment of meeting:

November 25, 2008

Written by Executive Board

Wednesday, 01 April 2009 16:14 - Last Updated Wednesday, 01 April 2009 16:24

Halvorsen moved, Kaufman seconded, that the meeting be adjourned. Meeting was adjourned at 9:03 p.m.

Submitted by Yonesaka 11/27/08

Proofread by Halvorsen 11/28/08