

Minutes of 2009-2010 HIS Executive Board Meeting #1
Aug. 29, 2009 at HIS

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

Members absent: none

Guests present: Barry Ratzliff (Deputy Headmaster); Dr. Toma (HIS Auditor); John Ritter (Board Trainer)

1. Call meeting to order: Viljoen called the meeting to order at 14:16
2. Approve and sign minutes (2009.8_1.minutes_new.doc): Minutes of June 21 meeting were approved and signed. Viljoen highlighted important items, notably the exit interviews' follow-up suggestions.
3. Chairperson's report (2009.8_2.Chair.doc) (2009.8_5.HMeval.doc) New members Chris Wood & Tom Lyons were welcomed and introduced, then all members gave a self-introduction. Viljoen referred to the Headmaster Evaluation Response document and highlighted several significant items.
4. Approve agenda (2009.8_3.agenda.doc): New items were added to the agenda and it was approved.
5. Discussion item: Review what we have learnt and need to implement as a result of the Board Retreat:
To improve Board communications, one short item will be written for the HEx after each meeting. The Secretary will write the item and the Chair will approve it.
6. Headmaster's report (2009.8_4.HMreport.docx)
Enrollment: Current enrollment is at 184. (Enrollment projections for 2009-2010 had been at 195.)
Finances: Currently, the budget as approved by the Executive Board and the Board of Councilors will need revision by October. In the next few weeks, we will draw up a revised budget. There are also concerns over the multiple ideas for fundraising as proposed by the general school community as we continue to attempt to "draw water from the same well".
Personnel: We are pleased to welcome Steve and Yasmin Morrison who will teach ESL and elementary art/PE, respectively. We also welcome Megan Roe, who will teach junior high math and assist with technology. We also welcome Yui Kashiwabara to the Early Childhood Program.

Curriculum: HIS embarks on a year-long curriculum revision of language arts. This is a critical piece of the curriculum revision following the work on standards and benchmarks, student learning outcomes, and unit plans. We will further look to link Trans-disciplinary skills and dispositions to PowerSchool to track these standards. Branson also discussed the advantages of making elementary grades multi-level: More flexibility for class sizes, collaboration, and accountability.

Building and Grounds: We are beginning investigation into the future of the Teacherage, with merging the two first floor apartments into one “married couple apartment” as one of several possibilities. It was noted that, by July 2010, only one person will be living in the Teacherage. Branson mentioned that the Dorm will have a new security door and swipe card.

Technology: PowerSchool and PowerTeacher are in use. Selected faculty and staff had three days of training. Elementary teachers will use it for student data access and attendance. Secondary will use it for attendance and by the end of the semester for grading.

Marketing: HIS will hold a sports and rock ‘n’ roll auction in early October, and will actively promote its November Open house to attract parents of younger children.

Planning: Barry Ratzliff is leading the effort to write, compile and edit the annual report as the data collection basis for the school improvement committee.

Students: A number of students who have been difficult for either disciplinary or academic reasons have left. We believe that the student body is stronger and the culture improved because of these students exiting.

Miscellaneous Items: Viljoen and Branson will attend the EARCOS administrative conference in November.

7. Treasurer's report (2009.8_6.Fin.xls) (See Financial committee report)

8. Auditor's report: Dr. Toma reported on communications from Sapporo City regarding the land upon which HIS sits. The Board reiterated that HIS cannot pay the market price of the land and asked Dr. Toma to continue the negotiations.

9. Committee reports

Finance Committee (Midorikawa, Branson, Shalfeieff): With current student enrollment and current expenses, the budget shortfall for 2009-2010 is approximately ¥22 million. The 2008-2009 budget surplus of ¥27 million will be put into a new reserve account, called a “student fluctuation reserve account.” This has been approved by Nakagawa. With recent market improvements, Branson will move the Endowment Fund into the US investment fund.

Personnel and Curriculum Committee (Viljoen, Branson): The Head’s current contract will expire at the end of this school year. The Head would like to extend his contract for one year, to the end of June 2011.

Tuition Assistance Committee (Branson, Halvorsen, Hillman): No more funds are available for this school year.

School Improvement Committee (Ratzliff, Viljoen, Branson, Yonesaka, K. Katayama, M. Greenway, B. Greenway, P. Shibuya, D. Piazza, D. Deelstra): Barry Ratzliff confirmed that “School-wide Academic Goals for 2009-2010” are being addressed. He will report on specifics at the next meeting.

10. Old Business

- a. The proposed “Strategic Dialog Group” will not be implemented this academic year.
- b. Regarding Board operations, we confirmed the following: a quorum (2/3 of 8 members) is 6 members; one week before a meeting, members should confirm attendance; when a meeting is held without a quorum, motions will be written but not voted on by attending members and e-mailed to all members to be voted on by e-mail within the following week.

11. New Business

a. Set Headmaster Goals for 2009-2010 (2009.8_7.HMgoals.doc) (2009.8_8.survey.doc)

Viljoen moved, Yonesaka seconded, that the Headmaster Goals for 2009-2010 be approved.

Motion was approved. Headmaster Goals for 2009-2010 appear in full below:

Personnel: Hire new faculty and prepare orientation materials; Effectively observe and evaluate all faculty and staff.

Facility: Investigate improvements to Teacherage and teacher family housing; Support the implementation of PowerSchool administrative software; Present an updated Niseko study to the Board.

Curriculum: Monitor use of TADs; Monitor use of unit plans; Continue curriculum revision with Language Arts, Languages and Homeroom; Support implementation MAPS testing program.

School Improvement/WASC: Continue improvements to the integration of annual school improvement with the accreditation process; Develop and adopt job descriptions; Foster improved communication with parents; Implement a parent survey; Promote involvement of HuPA in the school community.

Finances: Investigate personnel cost savings for 2010-2011 budget; Stabilize enrollment and promote growth in the early childhood; Develop and promote Endowment Fund fundraiser with a goal of ¥3 million.

b. Set Executive Board Goals

During the board retreat, Executive Board goals and an implementation timeline was developed.

Yonesaka moved, Kaufman seconded, that the Executive Board Goals for 2009-2010 be approved. Motion was approved. The Executive Board Goals for 2009-2010 appear in full below:

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.

c. Appoint positions:

Vice-Chair: Branson

Treasurer: Midorikawa

Secretary: Yonesaka

Building and Grounds Committee Coordinator: Branson

Future Planning Committee Coordinator: Ratzliff

Personnel and Curriculum Committee Coordinator: Viljoen

d. Confirm other members of committees. Members were confirmed. The Chair will contact the non-Board members of these committees.

Other Standing Committee Members

Finance Committee:, Branson, Shalfeieff

Personnel and Curriculum Committee: Branson

Buildings and Grounds Committee: Ikeda, Lyons

Fund Raising and Marketing Committee: Kaufman, Branson, T. Riggins

Tuition Assistance Committee: Branson, Viljoen, Lyons

Board Nominating Committee: K. Riggins, Branson, Mitarai

School Improvement Committee: Ratzliff, Viljoen, Branson, Yonesaka, K. Katayama, M. Greenway, B. Greenway, P. Shibuya, D. Piazza, D. Deelstra

New Committees

New Building Extension Committee: Kaufman, Branson, Ikeda, D. Piazza, K. Riggins, Y. Sugino, others as needed.

Teacherage Committee: Branson, Kaufman, Ogawa, others as needed.

e. Kitara Concert review: Tabled until next meeting. Branson to write a report on the pro and cons of this concert.

f. Other

1. The H1N1 Pandemic flu policy was updated to reflect CDC guidelines. Lyons motioned, Kaufman seconded, that the policy be adopted. Motion was approved.

2. The Board approved Branson's request for 8 days off in April 2010 to attend his daughter's wedding.

3. The Board discussed HIBA's request to hold a Food and Beverage Festival on HIS grounds. This event raises funds for HIS, but is not organized by HIS and is held in the summer vacation when no official HIS activities take place.

12. Future meetings

a. Time and Place of next meeting: The next meeting will be Monday, Sept 28, at HIS at 6 p.m.

b. Agenda items: Kitara Discussion; items produced from Board Goals; review the Strategic Plan; adopt a Board Calendar for the academic year; consider Board Evaluation.

c. Future dates for Board meetings: October 19 at 17:30 for one hour (the Board of Councilors will meet from 19:00); November 30 at 18:00.

13. Adjourn meeting: Branson moved, Viljoen seconded, that the meeting be adjourned. Motion was approved. Meeting was adjourned at 16:57.

14. Review of meeting

John Ritter noted that all individual Board members had actively participated in the meeting. He suggested that meetings could be made more efficient by dealing with matters for decision-making; then matters for discussion; finally, information. This would mean that items cycle up through the agenda month by month, giving plenty of time for thought. Another suggestion was that, if at all possible, reports should be submitted before the meeting in writing. The Board thanked Mr. Ritter for his expert advice and encouragement.