

## Minutes for the 2009-2010 HIS Executive Board Meeting #8

February 15, 2010 at HIS at 18:00

**Present:** Branson, Ikeda, Kaufman, Lyons, Midorikawa, Viljoen, Wood, Yonesaka

**Guests:** Toma (Auditor); Ratzliff (Deputy Head)

Guest for discussion only: Koga (ELL coordinator)

**1. Call meeting to order:** Viljoen called the meeting to order at 18:00.

**2. Discussion:** Shannon Koga, ELL coordinator, updated the Board on ELL (English Language Learning) in the mainstream.

The term ESL (English as a Second Language) has been updated to ELL to acknowledge that English is the third or fourth language for many HIS students. Second, the new model involves co-teaching with the regular classroom teacher (so-called "push-in") instead of "pulling-out" students into separate ESL classes.

This year, for 50 hours over 9 weeks, Shannon Koga trained other teachers in this co-teaching model. Presently all of the classroom teachers are participating in this program. At elementary level, Yasmin meets students flexibly, sometimes on a daily basis, if needed. Secondary ELL focuses on vocabulary in language arts and social studies in particular that students need to participate in academic content. An online class was also created for students ready to exit the ELL program.

ELL reporting to parents has been updated. Parents now receive a rubric and a short personalized narrative about their child's progress. In addition, the ELL teachers are gathering data in order to make recommendations regarding fee structures.

In response to Board questions, Shannon Koga confirmed that class hours spent with each ELL learner are logged and that student progress is tracked and tested. The Board thanked Shannon for her clear, concise presentation of the ELL Program. The Board recognizes and appreciates the continued efforts of all teachers towards the Strategic Plan goal of fluency in English for all students.

**3. Approve agenda** (2010.2.15\_1.agenda ExB.pdf)

The agenda was approved. Branson will present #9 in PPT format.

**4. Approve and sign minutes of December 15 meeting** (2010.2.15\_2.2010\_Jan13minutes.pdf)

Minutes were approved and signed.

**5. Matters/ discussion arising out of the minutes** Chris Wood noted that his surname had been misspelled in the January minutes.

**5. Chairperson's report** (2010.2.15\_3.Chair\_ExB.pdf)

Viljoen suggested that a long-term goal be that Board members visit a class every so often to get a feel of the school, perhaps drawing up a roster. Policy review is one of the board goals that we have not had time to address. Within a few months, Viljoen will summarize what he learned at EARCOS regarding policy review.

**"5-minute Board Training":** Viljoen summarized an article about why Head transition is not good for a school - why efforts should be made to maintain heads as long as possible if they are good. Branson suggested that the Board consider two other Head needs: (1) Professional development (beyond what is already there); (2) A hired leadership coach that the Head can consult with each year on a regular basis.

**6. Head report** (2010.2.15\_4.HM\_report.pdf) (2010.2.15\_5.Piazza.pdf)

*Enrollment:* HIS currently has 189 students.

*Finances:* Eri Kashiwabara, Ikuko Kuwata and Yuko Kanehira have been busy with tax preparation for US taxes, and Shimako Abe has completed Japanese taxes.

*Personnel:* With seven teachers leaving, hiring and changing of positions is underway.

Steve and Yasmin Morrison will be leaving HIS; Tracy Evans and Sara Arno have accepted positions at Korea International School; Betsy and Matt Greenway will be headed to Kinshasa; Terrance Wilson has an offer from an IB school in Indonesia.

*Curriculum:* Each of the current sub-groups is making steady and lasting progress. Branson provided reports from the sub-groups. HIS is sending Rod Kelly, Tom Ruhm, Sherrie Oda and Peggy Shibuya to the IPC conference in

Singapore. Megan Roe is developing a SAT workshop for two Saturdays this spring.

*School Improvement:* Barry Ratzliff has finished the annual report from the School Improvement Committee.

*Building and Grounds:* (See #17 below)

*Marketing:* (See #14 below)

*Niseko:* (See #12 below)

*Strategic Plan:* (See #15 below)

#### *Technology*

Secondary report cards were generated by PowerSchool. Matt is training Barry Ratzliff and Yuko Kanehira in the "back end" of PowerSchool, but Hokkaido International School needs to increase IT staffing.

#### *Student Issues*

Several students were involved in shoplifting. After visiting the stores to make amends, they were given a contract to fulfill, which includes service to HIS and to the community.

HIS held another successful Winter Snow Festival Classic and both the boys and girls basketball teams traveled to away tournaments.

The elementary talent show and the secondary talent show are scheduled for Feb. 26.

The drama students will be performing a dinner theater/fundraiser on March 12 and 13.

#### *School Safety and Health*

A case of mumps has been reported, and Sarah Branson reported that only 40 of the 189 students have records that indicate full immunization to mumps. She will do a further study of the immunization status of our students and submit a report. (In addition, see #18 below)

*After the Head report, the Board also served as a sounding board for issues regarding homeroom teachers, trends in AP enrollment, and curriculum standards. The Board again discussed and reaffirmed that 6-8 should be the standard teaching load for all teachers.*

#### **6a. Deputy Head Report** (2010.2.15\_6.DHM\_report.pdf)

PowerSchool has helped parents keep up with the progress of their child (they can request extra access to more information.) The "late homework rule" has had positive results.

#### **7. Treasurer's report**

Midorikawa explained that, due to his heavy work schedule, Branson has had to take on much of the Treasurer's role. Progress has been made: The budget has been simplified; Eri Kashiwabara has taken on more budget responsibilities; there are now budget forms for requisitions. However, areas for improvement remain. The Board recognizes that the position of Treasurer, requiring some financial knowledge and much time, is not easily filled, and appreciates Midorikawa's efforts.

#### **8. Auditor's report**

Toma noted that recovery of the Capital Improvement Fund has stalled. As auditor, his view is that the Board must always minimize financial risk, and that the Board needs to consider this when deciding on whether or not to take out a bank loan to pay for the campus land.

#### **A. Decisions needed/ desired**

#### **9. Niseko satellite school** (2010.2.15\_8.Niseko\_Proposal.pdf)

Although Miyata Elementary School has been offered as a possible site for a Niseko satellite school, potential risks remain in terms of time, personnel, and costs. Branson presented an alternative proposal: An internationally-based entrepreneur and a developer who are developing an all-inclusive base resort in Niseko have expressed very strong interest in helping HIS establish a satellite school in the Hanazono area of Niseko. They would furnish a new facility, assist with start-up fees, and provide much-needed PR. The school would be for employees' children, and also as a destination school, and would open in August 2011 (the same as the Miyata satellite school plan). Sophie Brown is willing to be the satellite coordinator.

While keeping in mind that HIS needs to maintain a safe and flexible position, the Board carefully discussed the benefits and risks of the Hanazono plan. In order to be able to respond to the developers in a timely manner, a vote was taken. Branson moved, Viljoen seconded, that the Board begin the process to form a partnership with the two entities (Pacific Century Premium Developments and Nihon Harmony Resorts) with the goal of opening a Niseko campus in August 2011. The motion was passed, with 7 in favor and 1 abstaining.

## **10. Purchase of the school land from the City of Sapporo**

Dr. Toma gave a memorandum from a Feb. 15 meeting with Mr. Kawakami and Mr. Nakata of the International Office. Sapporo City will extend the present contract for one year, allowing HIS to purchase the land with timing at its own discretion within this year. HIS must make a final decision by December 2010 at the latest and the contract be drawn up by March 31, 2011. Lyons moved, Kaufman seconded, the motion that the Board gratefully accepts the City's one-year extension of the land contract. Motion was passed.

The Board requested Branson to prepare, by the May board meeting, a report detailing the financial ramifications of a bank loan vs. an outright payment from the Capital Improvement Fund to pay for the land purchase.

## **11. Approve teacher contracts**

Tabled.

## **B. Items to be discussed/ reviewed**

12. Head succession/ head search: John Ritter dates & schedule

Branson presented John Ritter's schedule for meeting with stakeholders: Parents (2/24), teachers and secondary students (2/25), office staff (2/26) and Executive Board (2/27).

## **13. Hiring new teachers**

Branson updated the Board on hiring. Single teachers will be housed on the second floor of the Teacherage.

## **14. Fundraising event**

Shimako Abe and Branson have worked on organizing the Auction for February 26, 2010. Mailings have gone to parents, councilors, and vendors. Parents have been contacted twice by email and ads have been placed.

## **15. Curriculum development, implementation and assessment (2010.2.15\_9.CurriculumReport.pdf)**

Ratzliff submitted an update on curriculum development by Sara Arno, Rick Branson, Betsy Greenway, Sherrie Oda, Barry Ratzliff, and Peggy Shibuya. The report listed completed and in-progress curriculum tasks in the areas of Elementary Language Arts, Secondary Language Arts, and Secondary Homeroom Curriculum. The Board recognizes and appreciates their effort, and encourages all teachers to support this on-going work.

## **16. Unified Action Plan (2010.2.15\_10.Unified\_Goals.pdf)**

A unified action plan was presented. There was no further feedback or discussion.

## **17. Progress on New Building Extension evaluation [New Building Extension Committee]**

(2010.2.15\_11a.Building.pdf; 2010.2.15\_11b.Building.pdf; 2010.2.15\_11c.Building.pdf)

Branson presented parent (n=44), teacher (n=24) and secondary student (n=85) responses to a survey on perceived needs for a New Building Extension. Out of 15 possible choices, "Library", "Computer Tech" and "Eating Area" ranked among the top five responses for all three groups.

## **18. Review of policies (2010.2.15.12.Disease.pdf)**

A policy for recommendations on isolation from school for infectious illnesses was presented. Branson moved, Yonesaka seconded to approve the policy. Policy was approved.

## **19. School activity assessment**

The curriculum report was read and accepted. (See #15 above)

## **20. Communication: School – Parents; & Communication: School – Board**

Tabled.

## **C. New items for discussion today**

None.

## **D. Items for consideration in the future**

D-1 2009-2010 Board Calendar ongoing review – are we on track?

D-2 HuPA policy

D-3 Teacherage viability

D-4 Kitara Concert Review

D-5 Budget needs to be approved by April meeting

D-6 Board self-appraisal to be done in May

### 21. Review of meeting

Again with a full agenda, the meeting progressed well. Members were well prepared and on time.

### 22. Time and Place of next meetings:

The next meeting is scheduled for Tuesday, March 30, at 18:00 at HIS.

The following meeting is tentatively scheduled for Tuesday, April 27, at 18:00 at HIS.

### 23. Adjourn meeting

Viljoen moved, Lyons seconded, that the meeting be adjourned. Meeting was adjourned at 21:00.

For reference:

**Standing Committees** (*Four committees required by by-law, first person listed is chair*)

- a. Finance Committee (**Midorikawa**, Branson, Shalfeieff) **Need to co-opt other members**
- b. Future Planning Committee [School Improvement Committee] (**Ratzliff**, Branson, Viljoen, Yonesaka, K. Katayama, M. Greenway, B. Greenway, Shibuya, Piazza, ?students)
- c. Personnel and Curriculum Committee (**Viljoen**, Branson)
- d. Buildings and Grounds Committee (**Branson**, Ikeda, Lyons)

**Other Committees** (*First person listed is chair*)

- f. Fund Raising and Marketing Committee (**Kaufman**, Branson, Riggins)
- g. Tuition Assistance Committee (**Branson**, Viljoen, Lyons)
- h. Board Nominating Committee (**K. Riggins**, Branson, Mitarai)
- i. New Building Extension Committee (**Kaufman**, Branson, Ikeda, Piazza, Sugino)
- j. Teacherage Committee (**Branson**, Kaufman, Ogawa)

### Executive Board Goals for 2009-2010

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.
5. Investigate the possibility of starting a satellite school in Niseko

### HIS Mission Statement

*Hokkaido International School will nurture inquisitive, creative learners for compassionate stewardship of an everchanging world by providing a university preparatory program, within an English language environment.*

Proposed item for the Hex:

At the January 2010 Executive Board meeting, Shannon Koga, ELL coordinator, updated us on English Language Learning (ELL) in the mainstream curriculum. We learned that the term ESL (English as a Second Language) has been updated to ELL, acknowledging that English is the third or fourth language for many HIS students. Instead of pulling out students into separate ESL classes, ELL is co-taught with the regular classroom teacher and content. ELL reporting to parents has also been updated. Parents now receive a rubric and a short personalized narrative about their child's development. The Board is excited about this progress towards one of our very important Strategic Plan goals: fluency in English for all students.

Minutes by Yonesaka (2/17/2010)

Proofread by Viljoen (2/23/2010), Branson (2/25/2010)