

Minutes of the 2009-2010 HIS Executive Board Meeting #10

April 28, 2010 (Wednesday) at HIS at 18:00

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

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

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

2. Presentation from Peggy Shibuya, IPC Coordinator: Shibuya gave an informative presentation on the International Primary Curriculum and how it is being implemented. The Board appreciates her time in doing this.

3. Approve agenda (2010.4.28_1.agenda ExB.pdf) (Confirm most important items for us this evening.): The agenda was approved.

4. Approve and sign minutes of March 30 meeting (2010.4.28_2 2010Mar30_minutes.pdf): Minutes of March 30 meeting were approved and signed.

5. Matters/ discussion arising out of the minutes: None.

6. Chairperson's report (2010.4.28_3.Chair ExB.pdf):

Viljoen highlighted the two big issues that the Board will vote on: the Head Search Committee recommendation, and the means used to buy the campus land. The Board also needs to examine communication breakdowns within HIS, and to consider the vision statement for the school. In spite of seeing problematic areas during the Head Search, Viljoen noted that the committee was reassured that HIS is, indeed, a Great School.

7. Headmaster's report (2010.4.28_4.HMreport.pdf)

Enrollment: HIS currently has 198 students.

Finances: The budget has been prepared and reviewed by the Finance Committee. (See 13 below.)

Personnel: Cecile Deforest has been offered the ELL position. Contracts have been prepared and signed. Contractual language has not changed. (See 14 below.) Branson has prepared an extensive document that standardizes pay and benefits by position (not person) and includes job descriptions. Yuya Hisada, the new IT coordinator is working in April and May. Byron Hardwick is contracted to redesign and maintain the school website.

Curriculum: MAP testing is underway, AP tests begin in May, and SAT prep courses have met.

School Improvement: See Deputy Headmaster Report

Building and Grounds: Branson will present a plan to place foreign hire teachers outside the Teacherage for 2010-2011 and rebuild the Teacherage for 2011-2012. (See 16 below.)

Marketing: Kaufman is working on a Beer and Food Festival in June for student scholarships. Many thanks go to him for this incredible effort.

Niseko: The word from Colin Hackworth (representing Pacific Century Premium Developments) in Niseko is that the building will not be ready until possibly December of 2011. (See 11 below.)

Strategic Plan: Branson recommends having John Ritter come to HIS to work with the school wide community on visioning when a new headmaster has been hired whether that is 2011 or 2012. This would guide critical decision making in enrollment, curriculum, hiring, budget, facility and marketing.

Technology: HIS will be upgrading its server with additional memory, and redesign work on the website is expected to be done by the end of May.

8. Deputy Headmaster's report (2010.4.28_5.DHMreport.pdf)

1. Curricular Update: The scope and sequencing of the Homeroom curriculum is now online at the Hokkaido International School wiki: (<http://wikis.his.ac.jp>). The homeroom group is discussing how to incorporate D.A.R.E. (Drug Abuse Resistance Education). Graduates from last year will speak to grade 11 & 12 students about college life.

School Improvement: Branson has addressed one of the WASC critical areas by drafting a job description document. Ratzliff has made charts to track how HIS has addressed each of the Critical Areas for Follow-up to aid future WASC Reports. Matt will train incoming and interested current teachers in PowerSchool.

Habitat: Parent concerns with the Habitat Trip were successfully addressed. A follow-up parent information night (April 9th) was well attended by parents and seniors.

Dormitory: In 2010-11, the dorm is projected to have 15 students. With the suggested financial break-even point for the dormitory being 14 students, Ratzliff proposed a 5% increase in Board fees so that the Dorm can break even at 10 students. It was noted that these fees have not been raised in many years.

Branson moved, Wood seconded, that dormitory fees be raised 5% for the 2010 to 2011 academic year. Motion was approved.

9. Treasurer's report (2010.4.28_6a Page 1.pdf; 2010.4.28_6b Page 2.pdf; 2010.4.28_6c Page 3.pdf): Nothing special to report.

10. Auditor's report: Nothing special to report.

A. Decisions needed/ desired

11. Niseko satellite school: There was discussion whether HIS should return to the Miyata Campus concept and work independently due to the projected delay of the Pacific Century Group's building until possibly April of 2012 (See Headmaster's Report). The Board desires to maintain the vision that guides curriculum, facilities, and hiring toward a presence in Niseko.

Other than utilities and heating, the biggest commitment and expense is to hire 2 or 3 people in November. Wood will set up a meeting with officials to discover what they would be able to do to help us get set up at Miyata in order to provide the Board of Councilors with a concrete report.

12. Purchase of the school land from the City of Sapporo: Decision re buying outright from Harris Fund or using JP Bank loans (2010.4.28_7 Land; 2010.4.28_8 Mangan; 2010.4.28_9 Yen.pdf); Decision on the date of purchase before November 2010.

Branson presented three financial scenarios which indicate that taking a Japanese bank loan will be far more financially beneficial to HIS than paying as a lump sum from the CIF. M. Magnan, a partner at Harris Associates, confirmed the accuracy of the scenarios. He added further financial details in support of the bank option, and concluded, "It makes much more sense to borrow at the low interest rates available and let the attractiveness of the portfolio work in the favor of the school."

Toma provided long-term information on the dollar/yen rate.

Wood explained that in order to get a document about the actual fees, the head of Australia Bank recommended to us that borrowing from a Japanese bank would make more sense. Wood also obtained information about relevant fees. Toma confirmed that taking out a loan does not change our status as Gakkou Houjin.

Viljoen wanted to have assurance from the bank that the 10 year loan would be able to be repaid earlier; to know what expenses would be incurred if this happened; and if a fixed-rate loan is possible even if at a higher rate.

The final decision will be made via email within one week, pending final figures and information from Hokuyo bank. HIS' desire is to get a fixed rate loan with an option for early repayment.

13. Approve the HIS Budget for the 2010-2011 school year
(2010.4.28_10a Budget.pdf; 2010.4.28_10b Budget.pdf; 2010.4.28_10c Notes.pdf).

The budget for the 2010-2011 school year is based on these assumptions: student enrollment based upon historical figures; a 3% tuition increase; a reduction in faculty. Money is also being transferred from the vehicle fund to the general fund to pay for a school van. Positions also include a part-time liaison who will care for new foreign-hire staff. School fees will now cover the Takino and Missoula programs. HIS continues to put money into the Reserve Funds. There should be a plan projecting future tuition increases. Ratzliff should be on the Financial Committee starting in 2010.

Midorikawa moved, Kaufman seconded, that the HIS Budget for the 2010-2011 school year be approved. Motion was approved.

14. Approve teacher contracts. New teachers – Hiring and Orientation

Because there was no change in content of contracts, Board approval was not needed.

15. Approve the recommendation of the HIS Head of School Search Committee
(Ratzliff was absent for this discussion/decision.)

Viljoen read excerpts from his letter to the Executive Board, emphasizing that the Search Committee was unanimous in its decision that Mr. Ratzliff be appointed as new Head of School in 2011.

Viljoen moved, Yonesaka seconded, that the HIS Executive Board accept the recommendation of the HIS Head of School Search Committee and offer a contract to Mr. Barry Ratzliff to be the Head of HIS for an initial three-year term beginning July 1, 2011 and ending June 30, 2014. This motion includes the understanding that Mr. Barry

Ratzliff use his last year as Deputy Head of HIS to continue to prepare for his new role of Head of School. This motion also includes the understanding that the hiring of Mr. Barry Ratzliff will need approval by the Board of Councilors.

Discussion continued, with Viljoen summarizing the results of the Search Committee and the voices of various constituents. The Board confirmed that the transition period will be important, and noted that some constituents advanced the idea of a system of future "head-transition" rather than "head searches". The Board confirmed the reasons for offering a standard three-year contract, but stressed that a longer, stable head is desirable.

Motion was unanimously approved.

To inform stakeholders about the search process: (1) Viljoen wrote a formal letter, which will be translated and mailed. (2) Later, a bullet point introduction will go out to parents. Regarding the transition process, Branson put out a list of key points. In addition, the Board should introduce Ratzliff to the Sapporo business and political community. The Board thanks the Search Committee for their fine work in this process.

16. Consider Teacher Housing Plan for 2010-2011. Teacherage viability? (2010.4.28_11 Housing.pdf)

One purpose of the Capital Improvement Fund is to provide funds for the purchase of buildings to house the staff of the school. The current location is ideal but the Teacherage is sub-standard. Branson proposed to move current teachers out of the Teacherage in 2010-2011; move all new teachers into other housing in 2010-2011 school year; replace the Teacherage by July 1, 2011; and return teachers for 2011-2012. Additional money is in the 2010-2011 budget to support housing outside of the Teacherage.

The Board concurs that the Teacherage is substandard and that present occupants should be moved out in July. Branson will lead the committee to investigate options of rebuilding or selling the land.

B. Items to be discussed / reviewed

17. Curriculum development, implementation and assessment

Ratzliff noted that homeroom curriculum is now in place. (See drug awareness in Deputy Headmaster's report above.) The Language Arts curriculum should be in place at the end of this year.

18. Agenda for Board of Councilors meeting in May

Items will include school vision, Niseko Campus, New Head, Budget for 2011-12, loan for the land, and PTA.

19. 2009-2010 Board Calendar ongoing review – are we on track?

Viljoen reminded Board members that the Board Evaluation needs to be completed by each member in May, and asked that, because of the John Ritter evaluation of the school, the annual school-wide survey not be done this year. Branson suggested that, in place of this, an online "Leadership Profile" assessment be undertaken as a test, pilot, project.

20. Communication: HuPA – Board

Wood summarized a meeting with key HuPA members. HuPA will now be called the PTA and will focus not on fundraising but facilitating communication. Each class would have one parent representative. PTA funds would create the budget for designated events. The parents' "roles" document is now being worked on, and Wood will draft a document for the BofC.

C. Possible items for discussion today?

C-1 Progress on New Building Extension evaluation [New Building Extension Committee]: Tabled.

C-2 School activity assessment: Discussion has begun in tandem with the reorganization of PTA.

C-3 Communication: School – Board: Branson submitted a proposal for improved Board communication and practice, to be discussed at the next meeting.

D. Items for consideration in the future

D-1 Review of policies: Tabled

D-2 Board self-appraisal: To be done in May

D-3 Kitara Concert Review: Tabled

D-4 One "unified" action plan: Tabled

21. Review of meeting: Between Shibuya's presentation on the IPA and approving a new Head, the meeting was productive. A lot of time was saved by not discussing printed documents that had already been read.

Items for the next meeting:

Discuss the Vision Statement as proposed by Lyons.

Discuss Branson's proposal for Board changes and communication.

Board self-appraisal.

Head evaluation.

22. Time and Place of next meetings:

Executive Board: May 24 (Monday) at 17:00

Board of Councilors: May 24 (Monday) at 19:00

Executive Board year-end meeting and dinner: Friday, June 18 at 18:00. Kaufman will arrange a restaurant.

23. Adjourn meeting: Viljoen adjourned the meeting at 21:00.

Item for the HEx:

Searching for a new Head of School — whether from the outside or from within the community — is a long, but valuable process. During the past several months, the HIS Head of School Search Committee has been diligently consulting with HIS stakeholders (students, parents, teachers, staff, and both Boards). The Board also engaged the services of a professional advisor to oversee the process, ensuring that the best decision for the entire school was made. At its April 28 meeting, the HIS Executive Board unanimously accepted the recommendation of the HIS Head of School Search Committee to offer a contract to Mr. Barry Ratzliff to be the Head of HIS beginning July 1, 2011. The Board is completely satisfied with the search process and with the outcome, and looks forward to the Board of Councilors approving his appointment. Finally, the Board thanks the members of the Search Committee for their valuable input and for the time they have so generously given to HIS.

Minutes by Yonesaka: 4/29/2010

Proofread by Viljoen: 4/29/2010