

## **Minutes of the 2009-2010 HIS Executive Board Meeting #12** **June 18, 2010 (Friday) at Chandama at 18:00**

**Members present:** Ikeda, Kaufman, Branson, Viljoen, 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 18:10.

**2. Approve agenda** (2010.6.18\_1.agenda ExB.pdf) (Confirm most important items for us this evening.) The agenda was approved.

**3. Approve and sign minutes of May 24 meeting** (2010.6.18\_2 10-05-24 ExB minutes.pdf) Minutes of May 24 meeting were approved and signed.

**4. Report by Board Chair** (2010.6.18\_3 Chair ExB.pdf)

Viljoen thanked the Board for their work this year. Special thanks go to Midorikawa and Wood who will be leaving the Executive Board but who will continue to serve HIS on the Board of Councilors, as well as Chair of the Finance Committee (Midorikawa) and as special advisor with regard to Niseko (Wood).

**5. Report by Head of School** (2010.6.18\_3A.HMreport.pdf)

**Enrollment:** HIS current enrollment is 193, with a total of 206 students attending in 2009-2010.

**Finances:** Eri Kashiwabara and Mr. Nakagawa met with financial auditors on June 8 and 9.

**Personnel:** Shoko Kumagai has been hired as the early elementary music teacher. Cecile Deforest has been contacted about working with students, grades 3 to 6 in an elementary drama program to transition from the Missoula production to a locally produced program.

**Academics:** Branson and Ratzliff met with Donna Welton, US consul, to discuss curriculum, instruction, and language related problems, which if not addressed, could make it difficult to recommend continued U.S. grant support in the future.

**Kitara Summary:** HIS gave the event ¥300,000 which was appropriately counted as income. With approximately 715 tickets sold, Kitara will return about ¥288,000 for a scholarship. The balance of the profit (approximately ¥240,000) will go into the Kitara account. Faculty concerns still abound due to disruption of the schedule, and a curricular concern is that the program dominates the music classes. Some changes are being considered for next year.

**Niseko:** Chigusa Peck of Annapuri Village has been contacted about the availability of the Miyata Elementary building. Peggy Shibuya has expressed an interest in being the lead HIS administrator in Niseko.

**Student Issues:** Three junior high boys were suspended for one day for stealing from school. Branson met with all three parents and sent letters home. Barry and Kaori Ratzliff have returned with the seniors from another successful Habitat for Humanity experience.

**6. Report by Auditor** (2010.6.18\_4 Official Audit.pdf)

The June 2010 official audit did not find any problems with Hokkaido International School finances.

**7. Purchase of land update:** Dr. Toma submitted a protocol for implementing the loan. Wood has made contact with the Sumikawa Branch manager, and Dr. Toma and Shimako Abe, in consultation with Branson if needed, will begin administrations as needed.

**8. Board self-appraisal** (2010.6.18\_5 ExBSelf-appraisal\_summary.pdf; 2010.6.18\_6

ExBSelf-appraisal\_results.pdf)

Yonesaka presented results of the Executive Board's self-appraisal. The Board sees itself as having strong relationships with the Head and Staff. It feels that meetings are run well and that board members have good working relationships. The Board also assesses its relationship to the financial management as fairly strong. The Board recognizes that it is relatively weak in community relationships and in its role of policy setting. The Board will continue to consider these results at the August retreat when setting Board goals.

### **9. Improved Board communication and practice**

Tabled. *Note:* Any changes in Board structure will need to be discussed in August to be approved at the Board of Councilors meeting in October.

### **10. Head of School evaluation – Head comments (2010.6.18\_8 Head Response to Evaluation.pdf)**

In the Board's formal evaluation of the Head of School, the Board stated that Rick Branson continues to do an excellent job monitoring the direction of the school and providing excellent leadership with regard to "vision." The Board recommends that he continue as Head of HIS until the end of his contract (June 30, 2011).

The Board also offered suggestions for continuing development, including

- Establishing a structure for teacher/staff evaluation,
- Ensuring a smooth "Head handover" by mentoring and advising Barry Ratzliff,
- Involving the whole HIS community in owning an HIS vision statement.

Branson responded to the evaluation in detail.

### **11. Report on Exit Interviews**

Viljoen and Yonesaka discussed the Exit Interviews of seven departing teachers. Academic standards and school-wide behavioral standards are perceived to be declining. Kitara, while being a great performance and one-night opportunity for the students to enjoy being on stage, is strongly viewed as detrimental to the academic goals of HIS. On the positive side, the exiting teachers are grateful for the curriculum development and assessment, and desire that these will continue to be firmly implemented.

In response to a request from the Board, Branson explained that Hokkaido International School endeavors to hire qualified teachers, based on criteria such as: Have they studied in that area (as a college major)? Do they have teaching certifications? Have they participated in additional training sessions or do they have additional qualifications? HIS looks at all of the above and generally most teachers have teaching certifications, even though WASC is not overly concerned about certification. In small schools like HIS, having staff teach outside of their certified subjects is common practice to keep staffing costs manageable.

### **12. Any other business (2010.6.18\_9 Insurance)**

Branson presented a plan for increasing school insurance, including coverage for the Board. The Board agreed that this plan was acceptable.

### **13. Time and Place of next meetings:**

Board Retreat: August 14 (Saturday) 9:00-16:30

Board Meeting: August 14 (Saturday) 14:45-16:30

**14. Adjourn meeting:** Viljoen adjourned the meeting at 19:11.

### **15. Meal and discussion**

*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 ever-changing world by providing a university preparatory program, within an English language environment.

#### **Summary for the Husky Express:**

The June meeting of the Executive Board is the final scheduled meeting for the 2009-2010 academic year. The Board thanks its departing members, Teiji Midorikawa and Chris Wood, for their hard work and dedication to Hokkaido International School. Please thank them when you next see them! Appropriately, June is also a time for self-examination. First, the Executive Board heard the results of our own self-evaluation—how well are we fulfilling our roles? The Head of School also had an opportunity to respond to his formal evaluation by the Board. Finally, the Board heard the insights, positive and negative, of seven teachers who are departing. This critical input is invaluable, helping us to see what we may not otherwise see, and to help us refine our goal setting for the next academic year.

Minutes by Yonesaka 6/20/2010

Proofread by Viljoen 8/4/2010