

Minutes of the 2011–2012 HIS Executive Board Meeting #6

2012 January 25 (Wednesday) 16:00 at HIS

Members present: Tatsuaki Ikeda, Bob Johnson, Yukiko Kanai, Karen Katayama, Phred Kaufman, Barry Ratzliff, John Ries, Mark Rubiner, Dale Viljoen.

Members absent: Apologies from Suzanne.

Guests present: Dan Reynolds (Principal), Peggy Shibuya (Niseko Principal) via Skype

1. Call meeting to order

Viljoen called the meeting to order at 16:00.

2. Approve agenda (2012-01-25_1_agenda.pdf)

The agenda was approved with the addition of a report from the future planning committee.

3. Approve and sign minutes of November 30 meeting (2012-01-25_2_2011_12_21_ExB_min_full.pdf)

The minutes of the December 21, 2011, meeting were approved and signed.

4. Chair Report (2012-01-25_3_Chair.pdf) Viljoen

Chair Report for the January 25 (Wednesday 16:00), 2012 Executive Board Meeting

HIS Niseko school, will officially open on Monday, January 23, with an Opening Ceremony from 10:30 that day. This is an historic event in the history of HIS! I am sure you will “catch” some of the feeling and excitement when you hear reports of the opening at the board meeting on the 25th.

As a board, we **need to be financially creative** to see that the Niseko school gets over the initially challenging first two to three years before it can “ride the wave” (powder-snow wave!) of financial stability. The mayor and members of the Niseko town council are fully behind us; we believe that more conservative Kutchan will also give us their support.

For many years now, Suzanne and I have been saying that the **HIS Bylaws** need to be revised. Finally we, together with Barry, have been able to submit a proposed revision for consideration at the next meeting. Please read through these documents, and even read through the Articles of Incorporation again. (Then you can select the box of the Board Evaluation at the end of this school year to say that you have read these!)

One of our board goals this year is to “**Define, strengthen and monitor Board committees.**” I believe that all that has happened so far this year is enabling us to do this. We will continue to pay attention to this goal. The **WASC preparation and report-in-progress** is important, challenging and a lot of work. During the sometimes-bleak days of winter and snow, let us do what we can to encourage Barry, Peggy & Dan, and all the teachers at HIS Sapporo and Niseko.

There a lot of work involved **preparing for the board meeting** on the 25th. You will not be able to interact and contribute in the meeting if you only look through the Board Packet on the day. Yoroshiku!

2012-01-18 Dale Viljoen

ExB Discussion:

Dale commented how great it was to be at Niseko for the Opening on Monday and to see so many people, with over 60 people in attendance; 85% of these Japanese officials.

Dale emphasized the importance of the second paragraph of his report that we need to be financially creative to see that Niseko gets over the initially challenging first two to three years.

The mayor of Niseko is strongly in support of this endeavor. It was good that the mayor of Kutchan also attended. Two important Hokkaido government officials were also in attendance, one of whom was key in helping us get the approval to establish the school in Niseko.

5. Head Report (2012-01-25_4_Head.pdf) Ratzliff

Head of School Report to the Executive Board January 25, 2012

Enrollment:

HIS current enrollment: 182. Currently there are nine students on the list to start at HIS in the 2nd semester.

Finances:

Thanks go to Eri, Nakagawa-san and other office staff involved with the January 17th audit by the 北海道監査委員事務局 (Hokkaido Government’s main auditing bureau). We will receive their report within the month.

We continue to be watchful of expenses. Teachers were presented with the general situation on the budget and met individually with myself to discuss cost savings. The reserve account was temporarily drawn on to ensure cash flow problems were not an issue at the end of the quarter (and ahead of tuition payments).

Personnel:

Hiring is complete for the 2012–2013 school year.

Dan and I are currently reviewing personnel changes for the next school year in order to realize a natural reduction in staffing numbers through in-house teaching reassignments.

Enjoyed meeting new Niseko teachers last week. A perfect set of teachers!

Yuya Hisada leaves HIS employ. We thank him for his significant contributions to our technology infrastructure.

Nadia Ito (former HIS student) joins HIS to fill in for Shimako Abe. Nadia has fit in quickly.

Niseko:

A very exciting day at Niseko on the 15th with a steady stream of visitors and curious students throughout the day.

We were greatly encouraged by visits from families we had never been in contact. We project ending the semester with between 10 and 12 students with an additional two Australian students from the fall.

Many thanks go to Kay Shalfeieff and Kathleen Riggins for two days of work at the Niseko School to set up the library of the school.

Curriculum:

The CC has is looking to incorporate a better Sequence portion of the Language Arts, Scope and Sequence document. Peggy Shibuya also incorporated the pre-school portion of the LA Curriculum into the main document.

The CC would like to create common language for instruction. All teachers will work to create their first Writing Unit by April for use in August.

Sarah Brown from IPC did an excellent job of presenting to our staff during their PD day on Jan 9. All teachers went away with a deepened understanding of the curriculum package.

CC is considering implementing the International Middle Years Curriculum (IMYC) at HIS for next year's new Middle School (6–8). Also known as Milepost 4. Teachers participating in the IPC training had a look at the new curriculum package and were very impressed with the nature of the curriculum and its interdisciplinary approach.

Derek Cutler (Science Teacher) commented:

I had a chance to look at the Science section of this example unit and it looks great. I think there is a lot of flexibility and freedom to a more experienced teacher within the framework but there is also a lot of guidance for less experienced science teachers. It looks like a really good long term plan for HIS since the school will likely always be dealing with 1 full-time science teacher and 1 part-time (potentially not as experienced, since they may be a specialist in another area) science teacher. I also like how I could see how other subject areas will be approaching the topic as it makes it easier for collaboration. (Derek Cutler)

IMYC offers HIS incredible curricular advantages and vastly reduces our curricular development pressures.

Housing:

I have created a rough draft Housing Manual to reflect the changes adopted by the Building Committee and the current plan to sell the teacherage and relocate teachers into apartments. Included among documents here. It is being reviewed by Eri. The new stance on housing has the added benefit of bringing contracts into even greater parity.

School Improvement:

We are a little behind schedule but this is due to the need to create a document with greater depth in preparation for the WASC Visiting Team's arrival in April. Dan's leadership has been greatly valued.

Marketing:

- Initial conversations with Shafar Jamaludin, Niseko parent and Hilton Hotel Director of Business Development to create an Academic Morning/ Snow-fun Afternoon program that Hilton would market to visitors during the Chinese New Years tourist period. HIS would operate the morning academics portion (Potential Unit of Study: The Science of Snow) using IPC Templates

- Media exposure at the Opening Ceremony for Niseko

- Asahi Shinbun* interview & report

- Consideration should be given by the Marketing Committee to marketing the Niseko campus to host other international schools for outdoor adventure experiences.

- Ken Tobe passed on a wonderful thought on marketing HIS schools through summertime alumni events.

Student Issues

We successfully completed applications for newly arriving dorm students. Thanks to Shimako Abe and the office for the complicated work.

School Safety and Health

Dan and I continue to monitor the progress of Influenza A in the school. Several teachers and students were out sick this week. Grade 11 had 30% of the students out. If we see a section of the school (class or High School / Junior High) hit 30% or above, we will consider closing that section of the school for a period of time.

Personal/Transitional

A lot of work ahead with the budget and staffing needs as we begin work on the lineup of classes. I've been speaking to teachers across the school to outline how the budget will impact their areas. As always I thank the HIS teachers for their support and willingness to be flexible. This is really a wonderful group of teachers.

Things to Attend to in February:

- Marketing (Ongoing)
- Information Nights
- WASC Report with Dan & WASC Leadership Team -HIS Think Tank
- Contracts
- Budget

Things Attended to:

- Niseko teacher orientation participation (January)
- Implementing the New Teacher Evaluation Process (Ongoing/Addressed)
- Building Committee (Addressed November)
- Teacher Intent forms and conversations (Addressed November)
- Arranging training for Niseko Office staff person (Addressed)
- Niseko Marketing (Ongoing / Addressed)

Head of Schools Goals for 2011–2012

- (1) Continue to plan and lead the opening of the Hokkaido International School, Niseko School in cooperation with Niseko Township. (Largely Addressed)
- (2) With the new site coordinator, lead the school through it's accreditation visit in April of 2012, with the intent of receiving a minimum of a three year with an extension revisit accreditation term. (Being Addressed)
- (3) In cooperation with the Building Committee, find a solution for teacher housing that meets, to the best of our contextual ability, the housing standards of our internationally hired teachers. (Largely Addressed)
- (4) Lead the implementation of a Danielson framework-based professional coaching and evaluation process that will effectively support ongoing clarity with professional development at an individual and institutional level. (Largely Addressed)
- (5) Complete a clear plan to establish a multi-aged elementary and middle school (grades 6–8) program and a secondary program that is multi-aged, grades 9–10 and 11–12. (Being Addressed)

ExB Discussion:

The International Middle Years Curriculum (IMYC) can be purchased for a reasonable amount from the same organization that we purchased the IPC (International Primary Curriculum) units from, that is, the Fields Works Education organization. This package gives us all the tools and means of assessment. The Middle school teachers have looked at the material and are really excited by it.

6. Sapporo Principal Report (2012-01-25_5_SPrincipal.pdf) Reynolds**Sapporo Principal's Report - January 25, 2012****WASC**

Barry and I made recommendations for the groups to act on during the January 9th professional development day and the groups got quite a lot done. Gdocs proved to be very useful for this type of collaboration. All groups seem well on their way except for focus group A since their section is quite extensive. They used the Wednesday collaboration time on 1/18 and will use the next few Wednesday mornings to help them catch up to everyone else. Barry and I spent the PD day going over the suggestions Mike Crilly sent to our school profile. The afternoon of the PD day set for February 6th will be used by all groups to finish acting on suggestions. After this date the entire document will be given to the School Improvement Committee to read and make suggestions.

Curriculum

Francie Cutler and Sherrie Oda have done a lot of work looking at the Language Arts curriculum in the elementary school and have established the goal of completing units and creating common language for April of this school year.

Sarah Brown came to HIS on January 13 & 14 for IPC training. This was very insightful and gave me a sense that we have a strong curriculum base in the elementary school. At this training, Sarah also introduced Milepost 4 which is a curriculum for grades 6–8. The curriculum committee examined this on January 17 and strongly feel that this could be the way forward for our middle school curriculum next year.

Course Selection

Barry and I have been talking about electives for next year, and we think we have things sorted. The students will start doing a course survey so we can see where student interest is and create a timetable from there.

Mission and Vision Statements

Feedback was received from Mark, and Dale and the administration continue to work on the statements with an aim of incorporating our TADs.

7. Niseko Principal Report (2012-01-25_6_NPrincipal.pdf) Shibuya**Niseko Principal Report to the Executive Board January 25, 2012 Meeting****Niseko School Setup**

Supplies arrived over December and early January. By the time of the actual Board meeting, all classrooms will be set up and classes will have started. Thanks to all who helped out over the month of December and into early January to achieve this deadline on time.

Marketing

We had an Open House on January 15th from 1:00 to 5:00 with the teachers present. Newspaper inserts in Japanese and English went out in the *Hokkaido Shinbun* (Shiribeshi area) on January 4th. These inserts advertised our January Open House and availability for enrollment. The printer gave us 100 free inserts.

Some were put in the Kutchan Information Center located on Eki mai dori. The Open House saw a constant flow of interested parents with new faces in the crowd, and we added a couple more to our enrollment with strong interest from others.

TV interview on January 7th for 6:00 news.

Interview in the Hokkaido newspaper on January 18th....to go out in the Shiribeshi edition.

Powderlife article

Niseko Website Up and Running

Working on revising as well as writing new content for the website started in November and was finished by the end of December. A huge thanks goes to Bob Johnson for proofreading cheerfully and quickly and Byron Hardwick for his work on getting it up and running.

Opening Ceremony

This event will take place on January 23rd from 10:30 to 11:45. Many thanks to Paul Haggart for his help with the Niseko Town invitation list. A total of 62 Japanese people from the Niseko area will be invited as will about 20 more foreign families and businesspeople. Kyoko and I worked to get the invitations out by the end of December. Mayor Katayama and the Board of Education head will speak. There will be a signing of the contract agreement between Niseko Town and HIS by Dale Viljoen and Mayor Katayama as part of the ceremony. Also, a group of the HIS Choir will sing as well as help out on that day. Thank you Mr. Sugino and choir members!

Niseko Summer Program

I am in contact via email and Skype with Ms. Chi Guillemette and two people she has recommended work with us on the Hong Kong summer program. We are still in the process of planning. I am also working on a summer program for the local community and students from other areas here in Japan.

Enrollment

At this time, enrollment is at 8-10.

Office Organization

Kyoko Senzai continued through winter break to do a great job juggling the variety of office duties that are coming her way as we setup the school. I am appreciative of her willing and flexible spirit and the time she has given towards dealing with the many knowns and unknowns that occurred on a daily basis throughout December and into January. Please express thanks to her if you see her!

IPC

IPC training just finished. It was a valuable learning session for all our new teachers and also for our other teachers to have the chance to revisit the IPC.

Continuing focus for January/February

Getting the summer program organized and marketed. (Both the combined program with the Hong Kong group and our own summer program)

Initiating and planning Cultural Exchange with Niseko Town teachers

Developing our school routine and collaboration with the Sapporo School Enrollment/Admissions/connecting with interested families (continuing to send out information to contacts)

Starting the HIS PTA in Niseko

Developing outdoors educational experiences for the Niseko school and looking at how we can connect with the Sapporo elementary.

Respectfully submitted, Peggy Shibuya

ExB Discussion:

Peggy, via Skype, commented that everything feels great, that there are six students currently enrolled; numbers are expected to rise to 10 by April.

The opening was a very historic event for HIS. There was very good coverage, especially from the HBC TV station. The clip has been given to Dale who had it converted to DVD format for our archives.

There was very supportive turn out from the Niseko town mayor and officials and from the mayor of Kutchan. The powerful secret weapon was the choir performance in showing a face to the public for HIS. Perhaps we

might have the choir perform again for the Niseko Community. Taking the choir on tour in the summer is another possibility. Mayor Katayama was so impressed with the performance that he mentioned perhaps the school should be provided with a keyboard.

Peggy stated that there will be another open house again in a couple of weeks and she hopes to get more foreign families interested of the 600 foreigners in Niseko.

8. **Treasurer Report** (2012-01-25_7_Finance_Com_Rep.pdf), [2012-01-25_7_Balance_Sheet.pdf], [2012-01-25_7_Cash.pdf], [2012-01-25_7_Cash_2.pdf], [2012-01-25_7_Dormitory.pdf], [2012-01-25_7_Niseko_finance.pdf], [2012-01-25_7_Sapporo_finance.pdf], [2011-12-21_7_Teacherage.pdf]

Harris Fund as of 31 December 2011: \$11,426,836.01 (no withdrawal; \$136.40 US taxes)

Finance Committee Report January 19, 2011, 18:30–20:30 at HIS Head of School's office

In Attendance (alphabetical order): Eri Kashiwabara, Phred Kaufman, Teiji Midorikawa, Tooru Nakagawa, Barry Ratzliff, Ken Tobe, Dale Viljoen

FINANCIAL REPORT

(Financial Status)

Nakagawa and Kashiwabara presented the highlights of the December 2011 monthly financial report to the committee. Nakagawa noted that the tuition income was almost the same compared to December 2010. However, the expenses exceeded the previous year due to higher personnel costs, property repair, and interest payments. Ratzliff noted that expense reductions in personnel were expected due to contract arrangements and personnel reductions. For this time, the school does not need an immediate cash injection but will be operating with little cash on hand. The committee acknowledges that the administration is making further efforts to cut expenses to reduce expected losses. Nakagawa recommended that future expenses could be reduced by reviewing lease and insurance contracts. Kashiwabara also added that the auditor from the government has suggested that the school request several comparable quotes to justify that the expenses are minimized. Nakagawa brought up, as an example, the way that university budgets are created, which is to end each fiscal year with a 20% surplus based on estimated paying student numbers.

NISEKO

(Current Analysis of the Situation)

Viljoen and Ratzliff explained to the committee that there were various positive responses for the Niseko campus and that they were expecting about 10 students between January and July 2012. Kashiwabara also noted that there were several inquiries about the Niseko campus recently. Nakagawa noted that the actual expense at this moment is under the budget, and an immediate injection of cash was not necessary. However, the committee acknowledges that further injections of cash will be necessary to maintain the operation. Viljoen and Ratzliff both pointed out that our accrediting agency, WASC, will require us to finance the Niseko school in such a way that it does not burden the operational budget of the main school. Nakagawa noted that Niseko will need strong financial support for a while until it becomes self-sustaining. Tobe suggested that the committee provide a specific budget plan for the Executive Board to illuminate the estimated costs necessary for the Niseko Campus. Tobe also noted that it was necessary to understand the limit of accumulated losses the school could incur.

(Budget Guidelines for the Year 2012)

The committee acknowledges that a reduction in the running costs is necessary, and the income needs to be increased. Kaufman also noted that local government aid should be sought. Nakagawa noted that the Niseko Campus might be able to receive aid from the Niseko and Hokkaido governments. He also noted that student numbers enrolled on May 1st are used to determine the amount of aid given to educational institutions. Tobe also noted that other income sources, such as donations and summer/winter camps need to be added to the budget. Midorikawa noted that a detailed budget will indicate the numbers of students, and amount of aid, donations, and other income necessary for the Niseko Campus to operate. Midorikawa also noted that these figures could be used to set numerical goals for the administration and other concerned committees, such as marketing and fundraising.

(Agreements and Actions)

The Finance Committee agreed that the tentative budget for the year 2012 (August 2012 to July 2013) should be prepared by Nakagawa and Ratzliff for the next Finance Committee meeting planned in February. The committee also agreed that the Finance Committee will search for financing possibilities based on the suggested budget.

FINANCE COMMITTEE

Kaufman will convene future meetings, and Kaufman and the head of school will set the agenda with input from committee members. Kaufman welcomes all Executive Board members that wish to attend Finance Committee meetings.

SUMMARY

The attendees of this meeting report and advise the following to the members of the Executive Board:

1. The income is comparable to last year but expenses have increased due to higher personnel and repair costs.
2. Personnel costs are expected to decrease.
3. No immediate cash injection is necessary for both the main school and the Niseko campus for the second semester.

4. The Niseko campus will need a cash injection in the future with a clear financial plan ahead for our accreditation visit in April.
5. The Niseko campus needs income diversification, such as government aid, donations, and camps.
6. The year 2012 budget for the Niseko campus (Niseko budget) to be suggested by Nakagawa and Ratzliff for the next Finance Committee meeting in February.
7. The Finance Committee will search for financing possibilities based on the suggested Niseko budget.
8. The Niseko budget could be used to set numerical goals for the administration and other concerned committees.
9. The Finance Committee to be convened by Kaufman, and the agenda will be set by all committee members.

Report by Ratzliff and Tobe January 19, 2012

ExB Discussion:

Sapporo school finances are okay. The role and function of the Finance Committee will need to be decided by the Executive Board. Concern was expressed regarding financing Niseko given the low numbers of currently enrolled students. Peggy had mentioned the story of an Australian school that started in a resort ski area with 10 students and now has 400. One school; two campuses, therefore Niseko finances are also overseen by Kashiwabara and Nakagawa.

9. Discussion on the role and structure of Board commissioned committees (Board Goal #1):

(2012-01-25_8_HIS_Auditor_Yonesaka_2012-01-18.pdf)

Summary of Conversation with Executive Board Auditor - January 17, 2012

On January 18, 2011, head of school, Barry Ratzliff had a conversation and e-mail exchange with Suzanne Yonesaka, Executive Board auditor, in regards to the questions recently raised over how Executive Board commissioned committees should operate. Suzanne confirmed that this was a good opportunity for the ExB to determine how these committees should operate.

In summary are the determinations that Suzanne Yonesaka made as auditor:

- (1) Deciding how committees function is a decision of the Executive Board.
- (2) Until the question of committees is resolved at the ExB level, the functioning of the committees should reflect the practices of the Executive Board itself:
 - a. The coordinator of the committee sets the agenda in coordination with the head of school.
 - b. The secretary of the committee is responsible for recording the minutes of the committee, returning the draft of the minutes to members of the committee for their input, redrafting the minutes, and submitting the final draft to the coordinator for submission and presentation to the ExB.

As to current practices for creation of the budget, Suzanne Yonesaka affirmed the following:

- (1) The head of school drafts the budget and submits the budget to the Finance Committee for review and input before submitting it to the Executive Board.
- (2) The budget process falls under the authority of the Executive Board, and any changes made to the budget process would need to be discussed and resolved by the Executive Board.

ExB Discussion:

The revision of the Bylaws has been made that defines the broad scope of the Finance Committee Coordinator. The details of the working of the Finance Committee need to be decided at Executive Board level. This ensures that we have flexible documents where the details can be more easily changed and worked out for how each committee functions without having to continually revise the Bylaws.

The ExB writes the policy and the committees carry out the function set by these policies.

If the committee cannot answer a directive set by the ExB, then they should write this in their report to the ExB.

Checks and balances are the responsibility of the auditors and the Board of Councilors.

10. Future and Nominating Committee Report (2012-01-25_9_Future and Nominating.pdf)

Future Planning Committee

The Niseko campus is up and running, and all current marketing options are either implemented or will be. As the need arises Future Planning will focus on Niseko marketing, but for the time being, the committee will address other issues.

As we are tasked with future planning, the committee will begin to consider the following projects as the potential focus of the committee:

1. Increase the endowment fund so that financial considerations would not be a consideration when families look to our institution.

2. Expand the facility to add another gymnasium and parking lot to the existing school grounds.
3. Future curriculum considerations and resources to take advantage of our strengths as a small school. For example, entry requirements for authoring software, books, and curriculum (think ebooks, Amazon, and podcasts) have never been more accessible.
4. Expansion of the summer school program—a redirection of the goals and purpose of the summer program to include Niseko resources.

Nominating Committee

The committee is in the process of contacting the current members of each board to determine those who will continue for another term. Once the needs and number of positions that must be filled are determined, a list of candidates will be developed to present to the Executive Board for the March meeting.

ExB Discussion:

Re: Nominating Committee: Kathleen provided very useful advice and information on the process of keeping track of members, terms served, and seeking potential candidates for the new slates.

Re: Future Planning Committee:

We need to build up the endowment fund for funding student tuition in the future.

The potential of Niseko school summer programs, including the wider community, will draw students and funds into the school.

Regarding the need to continue to market Niseko, suggestions were made for color pamphlets distributed, information in Japanese on the web site, and placing school materials in the town ward offices, including Kutchan.

Peggy feels that connecting to people, meeting people, and getting them to come to the school are important key areas now that the school is open. Word of mouth is powerful.

11. Bylaws revision (2012-01-25_10_HIS_Bylaws_draft#1.pdf), (2012-01-25_11_HIS_Bylaws_Old.pdf)

❖ Motion to Approve the revisions to the Bylaws

- ❖ Viljoen moved and Ratzliff seconded the motion that the Executive Board accept the revised Bylaws as submitted.
- ❖ The motion passed unanimously.

The new Bylaws will need to be accepted by the BoC at their next meeting for final approval.

12. Financing the Niseko School

ExB Discussion:

We need to do everything possible to insure that the Niseko school has a good foundation for the next 30 months and to be able to show WASC that this does not affect the financial standing of HIS Sapporo.

How do we see ourselves through the first two to three years?

We have eight paying students, the Niseko town has promised any donations to the school will receive a tax deduction, and they will remove the snow for free. Other sponsorship can be sought, Rotary Club, etc.

We could revise the CIF to say that we might use this fund up to a determined amount as a last resort for Niseko. This would give assurance to the WASC concern that we can fund Niseko without putting Sapporo in danger.

The CIF use is an investment into the future of HIS, but as it is narrowly written now, it blocking our ability to grow by only allowing for the rebuilding of the current buildings in the present location. We need financing to move forward with strategic development. We need consensus as a board on this, so that we can move forward in harmony. We need to be as creative and as responsible as possible.

The CIF is a great resource and needs to be protected for the future; however, we need to spend money to move forward. We must thoroughly examine every alternate for raising money. Seeking more support from Niseko and Hokkaido government is a dialog that is ongoing.

The reserve fund allocated for Niseko, at the current staff employment rate, can only carry Niseko for half a year. The WASC team is coming in March. If we revise the use of CIF, then the wording needs to be very carefully crafted to protect yet also have flexibility. We have made a commitment to Niseko, we must follow up on it. Niseko is an essential element in the vision of HIS' future to be able to draw students from other Asian countries with a wonderful outdoor program. Niseko is a place in Japan with the potential for future growth.

13. Direction for revising the CIF policy (Board Goal #4)

❖ **Motion to revise the CIF Policy**

- ❖ Viljoen moved and Johnson seconded the motion that the Executive Board agrees to revise the CIF policy to include the use of funds for the development of HIS.
- ❖ The motion passed, 8 in favor and 1 against.

The Board asked Rubiner, Ries, Kaufman, Viljoen, and Yonesaka to revise the CIF document in light of the direction given by the motion above and to report back to the Board as soon as possible for full board approval.

14. Staff Housing handbook (2012-01-25_12_HousingDraft.pdf)

❖ **Motion to accept the Handbook**

- ❖ Rubiner moved and Kaufman seconded the motion that the Executive Board approves the intent of the Staff Housing handbook.
- ❖ The motion passed unanimously.

15. Collaboration with Sapporo based university - Dr. Mitarai

❖ **Motion to enter conversations with Sapporo University**

- ❖ Johnson moved and Ikeda seconded the motion that the Executive Board give Ratzliff the authority to begin the discussion with Dr. Mitarai about collaboration between HIS Sapporo and Sapporo University.
- ❖ The motion passed unanimously.

16. HIS Mission and Vision statement

ExB Discussion:

The TADs and Dispositions are important and tied to the curriculum, but just not easily presentable. The mission statement rewritten, that includes the Tads and Dispositions, will be more memorable with Mark's HIS—Honor the Past, Inspire the Future and Savor the Present. How we tie the two together would be better to leave for another time with the WASC visit coming soon. Dale's use of the new mission statement in his speech at the opening ceremony in Niseko went over very well.

From the google doc:

[HIS Mission Statement](#)

At Hokkaido International School we **H.I.S.**

Honor the Past

Inspire the Future

Savor the Present

❖ **Motion to Revise the HIS mission statement**

- ❖ Kaufman moved and Johnson seconded the motion that we revise the HIS mission statement to be HIS.
- ❖ The motion passed unanimously.

Once WASC is finished, we will revisit the mission statement and tie the wording more directly to the TADs and Dispositions; at the present time, the fleshing out of the mission statement consists of the TADs and Dispositions.

The Vision Statement is on Google docs, and this link will be sent to the ExB members for further discussion at the next meeting.

From google docs:

[HIS Vision Statement](#)

To emerge as a leading center for authentic learning where academics, arts, athletics and attitudes are integrated into environmental and experiential education.

- The board will discuss this possible vision statement at the next meeting.
- We need to revise the old 10 year Board strategic plan that is on the Web. Barry, Peggy, and Dan will examine and discuss this for next time.

17. WASC Preparation / WASC initial report (2012-01-25_13_WASC-FG_A_.pdf), (2012-01-25_13_WASC-FG_B_.pdf), (2012-01-25_13_WASC-FG_C_.pdf), (2012-01-25_13_WASC-FG_D_.pdf)

On Feb. 6, final drafts will be sent out via google docs.

18. Review of Head/Principal transition (Board Goal #3)

To be discussed at the next meeting.

19. Board Retreat with John Ritter March 23–25

March 23 (Friday): with Barry, Bob, and Dale

March 24 (Saturday): all board members and councilors; 15:00-17:00 ExB meeting #8

March 25 (Sunday): WASC matters with Barry, Bob, Peggy, Dan, and Dale

20. Items for discussion at the next meeting:

- Vision statement, board strategic plan, finance committee document, Niseko financing, CIF revision, Niseko exit strategy, review head/principal transition...

21. Review of meeting and items for next meeting

The meeting was productive and a very efficient use of time.

- Items and reports for the agenda need to be sent to Dale at least 9 or 10 days before the meeting.

22. Place and Time of next meetings:

- 2012 February 22 (Wed) 16:00 at HIS, meeting #7
- 2012 March 24 (Sat) 15:00 at the Board Retreat at HIS, meeting #8

23. Adjourn meeting

- Viljoen moved to adjourn the meeting at 17:50. The motion was approved.

Minutes by Katayama (2012 Jan 27) Proofread by Johnson & Viljoen (2012 Jan 28)