

Minutes of the 2012–2013 HIS Executive Board Meeting #4

2012 November 17 (Saturday) 15:30 at HIS

Members present: Bob Johnson, Yukiko Kanai, Karen Katayama, Phred Kaufman, Bruce Lee, Barry Ratzliff, John Ries, Mark Rubiner.

Members absent: Paul Nickel

Guests present: Dan Reynolds (Principal)

1. Call meeting to order

Johnson called the meeting to order at 15:35.

2. Approve agenda (2012-11-17_1_Agenda.pdf)

The agenda was approved.

3. Approve and sign minutes of 2012 October 27 meeting (2012-11-17_2_ExB_2012-10-27_minutes.pdf)

Minutes were approved and signed.

4. Matters/discussion arising out of the minutes

We will keep a running summary of the meetings on the website admin page and post a brief item in the HEx when the Board met and that the minutes and summary of the meeting are on the website.

5. Chairperson's Report (2012-11-17_3_Chair.pdf) Johnson

Executive Board Chair Report for November 17, 2012

We had a most successful Fall Festival, and as I understand it, the planning for the Winter Celebration is just beginning. This Monday, we will have the honor of hosting Jane Goodall, who will visit HIS and speak to our students. Special thanks to Derek Cutler for making that happen.

On the next page, you will find the summary of our meeting with the teachers. They had some interesting views, so please take a look because we will be discussing some of those ideas today.

Eri did a masterful job of forecasting income from offering 25% and 50% discounts on second family members, and while we will not be discussing that today, we will in future board meetings. The Finance Committee will first need to take a close look at those figures.

And finally, we will have some discussions on a few changes for next year, so attendance at this meeting is crucial.

Thanks,
Bob Johnson

Executive Board Discussion:

Curriculum coordination and writing of the school curriculum (unit plans) and housing these documents on Google were discussed.

6. Head of School's Report (2012-11-17_4_Head.pdf) Ratzliff

Head of School Report to the Executive Board November 17, 2012

Enrollment: HIS current enrollment: 193 // Niseko Enrollment 11
Both HIS Niseko and Sapporo have interested families visiting in November & December.

Personnel:

- All teacher intent forms were returned. Derek and Francie Cutler have officially announced their noting a need to return home due to the birth of their daughter, Ruth.
- Ethan & Colleen wish to move out of the dormitory and Ethan will assume full-time teaching responsibilities next school year.
- We will need to hire for a full time science teacher for 2012 - 13.
- We will need to hire dormitory parents.
- I would like to propose that we incorporate "Ambassador Days" into the contracts we offer to our teachers. (Days

that they would be able to go away and use to offer an inservice to other schools in an area of expertise that they have. This would not come out of personal days).

Curriculum:

- In reviewing further our school statements, in comparison to other schools and to accreditation protocols, it is clear that HIS will need to develop a set of three defining statements: (1) a Vision (2) Mission (3) and "Definition for Learning". The curriculum committee will be working on the latter statement while administration and School Improvement should pick up the work of the first two.
- The State Dept. is providing Sylvia Thompson to support PD work in reading for our February 11th PD day. Dr. Thompson will do three back to back workshops for each of the areas of the school (a) Elementary (2) Middle and (3) High.
- We look forward to Dr. Goodall's visit and to the possible student team we can establish that would link to Goodall's "Shoots and Roots" foundation. A good curricular link.
- Math teachers seem increasingly in favor of choosing the US version of "Singapore Math" due to it's sensitivity to math development, language development and K - 9 curricular coverage.
- The ongoing work of aligning the curriculum continues.

Housing:

- A thought I have mentioned to Bob and Dan. I wonder whether HIS should purchase a small, very affordable apartment that could be used (1) for School guests (2) as overnight housing for Niseko teachers when in Sapporo for weekends/holidays and joint professional development days.

School Improvement:

- Ogawa-san took me on a tour of school after Fall Break to point out the completed safety repairs. Please visit this photo gallery to see first-hand the changes that were made: HIS Emergency & Earthquake Preparations - a set on Flickr
- I'd like to thank Ogawa-san for his quick response to addressing each concern.
- I will meet with the headmaster of Takadai Elementary School (the Japanese elementary school right next door to HIS) on Monday, November 12. I would like to propose that we use our gyms as emergency shelters in the event of a wintertime fire that would require students to evacuate the building.
- I am forming a team to come up with a clear set of parameters and a set of protocols for monitoring students after school. The current murky situation has caused a level of frustration among staff.

Marketing

- Negotiations continue for hosting 100 Singaporean students to HIS Niseko in June. Last report from Niseko Town Offices indicated that the likelihood of the trip working out remained high.
- Sugino-sensei has requested to meet with the MC to explain his hopes for advertising and ticketing that could realize more funding for the Arts Performance. (advertising sales for the Performance Program). The meeting is on the 13th.
- HIS has an Open House on November 16 -- We have several contacts for next semester and next school year.

Technology

- I've signed a temporary contract (3 months) with a locally based (foreign) web designer to provide Megan Roe with greater technology support. We continue to look for a permanent solution for the "heavy" side of technology.
- Megan Roe, Hajime Katayama and Goro Senzai met to work through transitioning Goro's work. I appreciate the efforts of all three to ensure we continue to operate smoothly.

Student Issues

- [None new]

Personal

- EARCOS was simply excellent and instilled a sense of resolve to follow through on some critical areas of need that exist in our school. Two professional readings and the main themes that emerged from the sessions at EARCOS -- technology & curricular trends -- really came together in my mind. I presented with Dan to our faculty on Wednesday (7th) morning the main highlights. I would like to take our school in the direction of "Flipped Learning" as it is the single current approach that builds on the curricular work we have done and finally turns us into the learning-centered institution that we have been striving to become. I think it will be valuable for us to discuss with the board the subject areas of the school curriculum where a "written curriculum" remains underdeveloped.

Things to Attend to in November/December:

- HIS Niseko Think Tank (phase 1 completed)
- Open House at HIS Niseko & Sapporo (Nov. 16)

- Niseko Summer School Program
- HIS Arts Performance for 2013
- Hiring for 2012 - 13 (likely 1 or 2 teachers)
- Contract writing
- Budget planning (next 3 years)
- Begin Classroom Observations & Professional Conversations process -Supporting

Head Goals 2012–2013

Head Goals 2012–2013

- 1) Lead the curriculum committee and school in developing a clear development plan that will lead us towards a clearly articulated curriculum. [*Being Addressed through follow up on the Action Plan.*]
- 2) In cooperation with the principal, develop a clear method of communicating what curricular, instructional and community expectations exist for incoming teachers. [*Being addressed throughout the year with new teachers and particularly during the interview process. Teachers are currently reading provided material related to our instructional approaches.*]
- 3) Support the IMYC Coordinator in implementation of the IMYC as the curricular core of the middle school program, including reflection time to consider resulting curricular development needs. [*Excellent collaborative progress being made. Note a struggle w/ teachers who are having to 'teach down' so "low" for the first time in their lives.*]
- 4) Deepen the relationship between the Niseko and Sapporo schools by increasing the number of direct contacts between the two schools at administrative, instructional and learning levels. [*Dan and I have been able to visit Niseko every week except for one so far. The Jozankei Camp, joint Water Unit and field trip with Milepost 2, Jane Goodall visit -- which Niseko will attend, and continued visits of admin and ELL staff help to keep the schools connected. I would like to thank Justin for faithfully skyping in to meetings and being a part of our Admin Team.*]
- 5) Ensure that a clear protocol is developed by which student achievement data will be analyzed and reported upon for the direct benefit of instruction and learning. [*While completing coursework in data analysis, Shannon Koga collated and analyzed all MAP data and brought it together into a comprehensive set of binders that make the results easily accessible to teachers. Shannon will soon present to all teachers on how best to make use of the results. The Curriculum Committee will follow up follow up on needed discussions to isolate the 'Areas for Academic Emphasis.'*]
- 6) Lead the development of systems for assessing and reporting of the Transdisciplinary Skills and Dispositions (TADS). [*Being Addressed through follow up on the Action Plan.*]

7. Principal's Report (2012-11-17_5_Principal.pdf) Reynolds

Principal Report to the Executive Board November 17, 2012

EARCOS 2012

Having gone to many conferences in my years as an educator this was by far the most informative and inspirational one I have ever been to. The ideas put forward on education were cutting edge and fit well with what we know about neuroscience today. I have a short presentation about Executive Boards that I went to by a resident expert John Littleford that I would like to share. (15 minutes)

PTA

Preparation for the fall festival is well underway and we have a large number of food booths from around the world this year. Thanks to Yukiko Kanai for doing such a good job with this. There is not as much entertainment as we had hoped but the trick treat for kids should be extra special this year due to a donation of art candy from Mrs. Murakami (Lise from 10th grade's mom)

Curriculum

The drama production is just around the corner and we are excited that it will be at Prea Hall this year. If all goes well we will have to look at Prea Hall as a possibility for all future performances.

Niseko / Sapporo Interaction

Our Milepost 2 students went on a field trip to Niseko and met our students from that campus for a joint experience. We hope to do more of these in the future and the Niseko staff and students will be joining us for the Jane Goodall talk.

Parent Information Sessions / Coffee Morning

The next parent information evening will be on November 19 and the topic will be English language learning and the importance of mother tongue. We hope to have a good turn out for this event.

Comments by Dan:

Thanks to Yukiko for the great Fall Festival coordination. Thank you to the board for providing the opportunity to attend the EARCOS conference.

8. Niseko Administrator report (2012-11-17_6_Niseko_Admin.pdf) Gambino**HIS Niseko Report to the Executive Board November 9, 2012****Cultural Exchange:**

HIS cultural exchange coordinator, Merek Sinclair, was joined by Kyoko Senzai and visited Condo Elementary School during their Open House hours. We are planning an upcoming event with both schools.

Dates for reading aloud to the community at Niseko Town's Asobook by Merek Sinclair have been confirmed for November 7 and December 5.

Prospective Families:

Currently, there is one new prospective family with two children for enrollment. As of now, they are planning on sending their children to HIS in August to start the 2013–2014 academic school year.

The family from Tokyo has not followed up.

News to the Community:

Roughly 600 local news-filled envelopes (to go out to the community) at Niseko Town

Hall were stuffed with bi-monthly HIS Niseko flyers.

Local businesses have been contacted and have confirmed their participation in HIS Niseko's Summer School Program, which will help during the first two weeks of July. In addition, summer school flyers are being posted around Niseko, Kutchan, and Hirafu.

After School Program

Justin Gambino will be starting a five-week music and technology class after school on Mondays. This class will focus on basic acoustics and recording. It will be open to Milepost 2 and 3 students and will run through the second week of December.

9. Treasurer report (verbal by Ratzliff and Kaufman)**Harris Fund October 30 2012: \$12,636,037 September 30 2012: \$12,632,892**

Finance report for October and November will be given to the Board in the December pack, per the decision this year.

Last month's board requests for information, plus an additional list of financial considerations, were passed on to Nakagawa-san, Eri and Ikuko so they could create projections that will help us to plan the budget over the next three years. Questions asked were:

- (1) How much money does HIS make from the ¥170,000 Building Fee (I'm assuming that this year it would be approximately ¥33 million yen...?). Is that money specifically designated for just buildings and books? (I don't think it is).
- (2) How much money would we lose / how much of an overall tuition would we need to make up the difference if we offered a 25% tuition reduction for each second child at HIS.
- (3) How much money would we lose / how much of an overall tuition would we need to make up the difference if we offered a 50% tuition reduction for each second and following child at HIS.
- (4) How much money should we be setting aside each year for maintenance each year to make sure we have enough and are prepared for any major problem (such as a boiler replacement or something else really expensive)?
- (5) With a budget based on a student population of 183, what revenue do we realize if we raise tuition by 1%?
- (6) If we were to increase base salary by ¥5,000 a month (to ¥275,000), how much would that cost us? How much of a tuition increase would we need cover the extra costs?
- (7) If we drop the heating allowance, transportation allowance and utilities allowance and just included them directly into monthly salaries, how much would that increase individual teacher's taxes by? Would it really be a significant amount?
- (8) If you could consult with Nakagawa-san about increases in sales tax that are scheduled for the next few years. How much of a tuition increase is needed for us to cover those increases?

Barry updated the board on the evolving answers to these questions in a verbal report. Each of the issues will be taken to the December meeting of the Finance Committee for consideration before they return to the Board for decisions/further consideration in December.

Executive Board Discussion:

School trip fees be included in tuition will also be considered by the Finance Committee.

10. Marketing Committee report (verbal by Johnson and Ratzliff)

Marketing Committee met November 13, 2012

In Attendance: Paul Nickel, Barry Ratzliff, Dan Reynolds, Hajime Katayama, Phred Kaufman, Bob Johnson

Unable to attend: Mark Rubiner

Items discussed at the meeting:

- Niseko and Sapporo business community are being contacted to buy advertisement in the Kitara program to help fund the event.
- Hajime proposed a promotional website for the school.
- The summer school program with Singapore is moving forward.
- An International Beer Festival fund raiser for July was discussed.
- Development of outreach programs such as community workshops and sport camps that use both campuses as a revenue source.
- Hiring a marketing person on commission or part-time to coordinate all of these ideas and programs.
- Dec. 4th is the next marketing meeting

11. Marketing Committee Protocols [from October minutes, carried over for reference]

Membership

1. At least two (2) Executive Board members, one of whom shall act as the coordinator.
2. Other members as may be appointed by the Executive Board in the event of illness or other indisposition of a regular member.

The Executive Board Chair, or other Executive Board member may attend any meeting of the Marketing Committee (MC), without any preliminary requirement, but should notify the MC coordinator at least one day beforehand in order for her/him to provide adequate notice to all those individuals attending.

Term

Members appointed by the Executive Board serve for one year. Reappointment to further terms is at the discretion of the Executive Board. The Executive Board has the right to dismiss and/or replace appointed members mid-term, for cause or without cause.

Marketing Committee Structure

1. The Executive Board member who is the acting coordinator shall have the following duties:

Call and convene meetings.

Set the agenda for said meetings while consulting with other MC members as needed.

Confirm the meeting time, place and agenda with all members in advance of each meeting.

Appoint a secretary.

2. The duties of the committee secretary are as follows:

Take accurate minutes during meetings.

Send the complete minutes of meetings to members for approval prior to reporting back to the Executive Board.

Redraft minutes in accordance with input from other MC members.

Marketing Committee Duties

1. All members of the committee shall work together to complete the duties, procedures, and protocols as established by the Executive Board and the MC in a timely fashion.

2. If a procedure or protocol is not covered in reference documents or in other HIS official documents, then the committee shall follow Executive Board procedures as may be defined in its minutes. In the alternative, the MC coordinator should seek guidance at the next regularly scheduled Executive Board meeting.

Procedures and Policies

Statement of Purpose:

The MC makes recommendations to the EB regarding marketing and fundraising and oversees projects that are approved by the EB.

- Develop a comprehensive marketing plan for the Niseko and Sapporo campuses.
- Designate, plan and conduct an annual fundraiser for the endowment fund.
- Track future trends and report to the ExB for use in strategic planning.
- Define and develop outreach programs.

Suggestions from Mark: **These need to be reviewed by the MC before addition to the protocols.*

Design, develop, and promote HIS events

Create vehicles for increasing student enrollment

Provide guidance to outside entities who wish to promote the school

Review current marketing schemes for relevancy

Monitor media coverage for accuracy

❖ Motion to Approve the Marketing Committee Protocols (tabled again will be addressed in Dec.)

Ratzliff moved and Rubiner seconded the motion that the Executive Board approve the Marketing Committee Protocols as written.

The motion will be tabled so that the recommendations can be reviewed at the next Marketing Committee.

12. Written Curriculum

Sections of the curriculum are still unwritten. The written curriculum is the school's contract with its families. It is crucial to have all areas of the school's curriculum written. It is also important to have the scope and sequence documents aligned with the standards and benchmarks documents for all areas.

❖ Motion for Written Curricular Documents

Ries moved and Johnson seconded the motion that the Executive Board affirms its commitment to having fully written curricular documents [Standards, Benchmarks, Scope & Sequence, Resource Lists & Unit Plans] in every subject area and grade level of the school and requests quarterly progress reports from the Curriculum Committee.

The motion passed unanimously.

13. EARCOS conference presentation on Executive Boards by Dan

John Littleford presentation on Executive Boards

Role of the Board

1. Ensure the mission is being followed
2. Support and evaluate the Head of School
3. Make resources available

What to watch for

- How many conflicts of interest does each Board member have? Once a year check for how many conflicts of interest we each have.
- A good mix of parents and non parents on the Board. Non parent members are key.

Advice to all Boards

- At the beginning of the school year the Board members should introduce themselves to the community and a statement is made publicly and collectively by the Board stating their purpose for that school year.
- Ensure that the school has a community wide policy on social media and a communication protocol.
- Over communicate and always follow the "no surprise rule".

14. Items for Consideration

Need a new ExB photo for the Web site.

Items for consideration in the future

- (1) Financial three-year or five-year plan

Items and reports for the agenda need to be sent to the Chair at least 7–10 days before the meeting.

15. Review of meeting and items for next meeting

The meeting was very good, we were able to cover much ground within the time limit.

16. Time and Place of next Board meetings:

All meetings will be held on Saturday afternoon from 15:30 to 17:30 unless otherwise noted

- (5) 2012 December 15 [Informal dinner after meeting]
 (6) 2013 January 26
 (7) 2013 February 23
 (8) 2013 March 30
 (9) 2013 April 13 [John Ritter--Board Retreat April 13]
 (10) 2013 May 25 [BoC meeting on May 23 19:00]
 (11) 2013 June 08

23. Adjourn meeting

- ♣ Johnson moved to adjourn the meeting at 17: 37. The motion was approved.