

Minutes of the 2015-2016 HIS Executive Board Meeting #2 2015 October 14 (Wednesday) 17:00 @ HIS Sapporo

Members present: Alan Bossaer, John Lazirko, Teiji Midorikawa, Paul Nikel, Barry Ratzliff, Philip Seaton, Justin Tull, and David Wakabayashi.

Members absent: Phred Kaufmann (auditor), Barry Mernin (Niseko administrator), Shoji Mitarai (auditor).

Guests present: Neil Cooke (principal).

Quorum: Can have meeting without a quorum but cannot vote on anything. Email voting must be sent before the meeting starts to be counted as present. A quorum consists of 2/3 or 6 members.

1. Call meeting to order

Nikel called the meeting to order at 17:10. We have a quorum.

2. Approve agenda (2015-10-14_4_HIS Executive Board Agenda-2.pdf)

The agenda was approved.

3. Approve and sign minutes of 2015 September 14 (2015-09-14_2_ExB_min.pdf)

September 14 minutes signed.

- Check that all minutes from September 2015 to present have been signed by those members who were present.**

4. Chairperson Report (No file) Nikel

Thanks to outgoing secretary Karen Katayama.

5. Head of School's Report (2015-10-14_5_Head-2.pdf) Ratzliff

Enrollment: HIS current enrollment: 185// Niseko Enrollment 17

This months report is relatively short as we had the longer reports from September. Sections not being reported on this month are left blank.

Organization for Student Learning:

A1 School Purpose

• Communication about Vision, Mission, and Schoolwide Learner Outcomes

• **Presentation/Discussion** - At the end of September, I attended a JCIS - sponsored workshop with board trainer John Littleford. I will be sharing some of his presentation and the need for an independent school such as ourselves to create a **tagline** encapsulates what we offer at HIS. Mr. Littleford advises that taglines must be *true, emotional, differentiating and memorable*. As an important strategic conversation for the Board, I would like to initiate a conversation with you to generate ideas before involving the Board of Councilors and teachers so that we can as community can generate a tagline that is appealing to the members of HIS.

A2 Governance

• Training of Board Members

• Training With Marc Frankel / **Training Content Discussion** -- We are fortunate to again be able to welcome Mark Frankel to HIS to provide us with Board training and support. Marc has agreed to be with us from December 15 ~ 16 for a day and a half training sessions. During Marc's time, I would like to suggest that we ask him to work on the following with us: (1) General review on 'Good Governance'. (2) Help us to complete the work of aligning our governance documents, a concern he had with our documents at his last visit. (3) Help the Executive Board and Board of Councilors to create a *Code of Conduct* document, which was also suggested we create during our last sessions with Marc.

A3 School Leadership**A4 Staff****• Employment Policies and Practices**

• **Decision** - Hiring Protocols for the Head's Spouse and Board Members -- At the suggestion of the school's hired external financial auditors, it was suggested that contract the HoS's spouse should be governed by a protocol and that signing should be with the Board Chair alone and with the Board's understanding. Further to that, a clear protocol should exist if/ when the HoS hires the relative of a Board member. Karen has kindly put together a document to establish protocols. The Board should review, discuss and consider the document for passage.

• Staff Actions/Accountability to Support Learning

• We continue to move forward with the implementation of Lesson Study ahead of PD provider, Ms. Pat Handley, who will work with us for the week of Nov. 16th.

• Support of Professional Development

• I would like to thank the Office of Overseas Schools (State Dept.) for again providing the expertise of Ms. Nancy Meislahn. Director of Admissions at Wesleyan University, who will come work with College Counselor Nick Fazio and with our students.

A5 School Environment**• Safety, Orderly and Clean Environment**

• I have purchased video cameras and recording equipment so that we may begin installing videos in key locations within the school. The first cameras will be installed on the secondary floor during Fall Break.

• In keeping with security needs, I have asked Ogawa-san to complete repair work to all doors that do not lock. This will be completed during the Fall Break.

A6 Student Progress**A7 School Improvement****• Broad-Based and Collaborative**

• Ms. Ashlee Speirs will be heading to Tokyo/Yokohama this month to investigate Montessori and Reggio Emilia EY programs as part of the forward-looking work of the Curriculum Committee through it's Action Plan follow ups.

Curriculum, Instruction and Assessment**B1 What Students Learn****B2 How Students Learn****B3 Assessment****Appropriate Assessment Strategies**

• Wednesday morning curricular planning and collaboration time is being given to the two book clubs established to read through PD books on standards-based assessing and reporting processes. These will lead us forward into the creation of the Assessment Policy that we hope to bring to the Board in the late spring.

Support for Student Personal and Academic Growth**C1 Student Connectedness****C2 Parent/Community Involvement****Resource Management and Development****D1 Resources Criterion****• Hiring**

• Mr. Cooke and I will shortly begin the hiring process. Teachers were asked to indicate their commitment or potential desire to move on from HIS via a letter sent out this week. We anticipate that hiring needs will be few this coming school year.

D2 Resource Planning

•Resource Planning

• I was approached by community member with an idea that I wish to share with the Board.

•Marketing Strategies

• I thank Communications Officer Joe Tomasine for creating with me a very effective school promotional PowerPoint, which were able to put to use at an International Schools Fair in Tokyo this past week. I will again be using the presentation in Sakhalin when presenting to business leaders there in November. We were complimented for the effectiveness of our presentation.

Personal / Professional

• EARCOS Leadership Conference - Neil and I will be away at the end of October to attend the EARCOS Leadership Conference. The professional development and opportunities to network on behalf of the school make the conference an immense opportunity for us.

6. Treasurer's Report and Financial Matters (31 July 2015 HIS Financial Summary.doc) Lazirko

HIS Financial Summary, 31 July 2015

1. Income and Expenses (HIS #1)

The comparisons between July 2015 and July 2014 are as follows:

- Tuition income compared to last July decreased by 8,328,016 JPY, although itemized expenses (other than educational) also decreased by 9,392,496 JPY..

2. Balance sheet (#4)

- Cash on hand at the end of July is 93,483,058 JPY (this includes \$350K that was transferred from the CIDF). The previous year's cash on hand (July 2014) was 62,717,445 JPY.

- Therefore, we had a 30,765,613 JPY increase.

- The CIDF at the end of July 2015 was \$16,067,446.27, an increase in \$680,218.55 compared to this time last year.

3. Dormitory (#5)

- Dormitory income at the end of July was 14,352,246 JPY.

- Expenses were 13,512,365 JPY, leaving a surplus of 839,881 JPY.

4. Niseko (#6)

- At the end of July, total Niseko school income [for the academic year] was 11,484,287 JPY, while total expenses were 33,524,245 JPY, resulting in a 22,039,958 JPY deficit.

- Compared to July 2014, income increased by 1,931,990 JPY. However, expenses also increased by 2,653,737 JPY (mostly due to personnel expenditures).

Questions were raised about the finances of the Niseko School.

7. Principal's Report (2015-10-14_7_Principal's Report.pdf)

HIS Annual Report

The HIS Annual Report (2014-15) is completed and has been sent to the Executive Board and the Board of Counselors

External Testing Coordinator

This year saw the departure of two teachers who had previously coordinated SAT, PSAT, and AP (Ms. Currie) and MAP testing (Ms Roe).

Starting 2015-16, on top of my other duties, I've taken on the role of coordinating all external testing at HIS (including SAT, PSAT, AP, MAP, and WrAP)

Data Analysis

Following the departure of Ms Roe and Ms Koga, the job of data analysis has been taken up by Ms Shibuya and myself. As well, the curriculum committee as a whole will consult regarding decisions about the disaggregation and practical uses for external assessment results. We will continue to explore ways to triangulate results to validate and verify our data analysis.

PTA

The PTA has gotten off to a great start this year with a very active, 13 member steering committee. The first full steering committee meeting was held on September 3rd. Meetings will be held on the first Wednesday of every month.

Leadership:

- Atsuko Clipstone (cochair)
- Neil Cooke (cochair / secretary)
- Satako Baba (treasurer)

Steering Committee Members for 2015-16

- Mika Nakamura
- Andrea Mori
- Lorelei McFarlin
- Jon Constantine
- Alison Manjyoume
- Joe Tomasine
- Eri Kadoya
- Yoshie Ishikawa
- Keiko Seaton
- Tatiana Viyuyrkova
- Teiji Midorikawa

PTA Plans:

- Fall Festival planning well underway under the leadership of the PTA Fall Festival organizing committee.
- The Steering Committee will continue efforts to centralize documentation on GoogleDrive to create a usable resource for future committees to work from.
- Proposed language exchange for the parents of HIS
- The steering committee is looking at creating a "rolling grant" system for this year in order to fund projects throughout the school year, rather than just at the end.
- To supplement these rolling grants, the PTA is looking for more opportunities to fundraise including community raffles and donations
- Introduction of Events and Activities Protocols (to better coordinate cooperation between the PTA and leadership in the use of school resources).

Branding Project Team

The core team for 2015-16 has met for its first monthly meeting to followup on the recommendations laid out in the expensive report prepared by Ms Corinne Deihl last year in consultation with the HIS community. Mr Joe Tomasine has taken on the role of core team chair and has created the first draft of the action plan which will carry us forward through the school year 2015-16. The content and direction of this action plan are focused primarily on the recommendations of the report which pertained to improved school communications.

Branding Core Team Members:

- Joe Tomasine
- Neil Cooke
- Atsuko Clipstone
- Sherrie Oda
- Eugene Sim
- Jared Pangier
- Nick Fazio
- Megan Shaffer
- Alison Manjyoume
- Barry Mernin

WASC / School Improvement

With the completion of the WASC midcycle report and visit last April, one of the primary recommendations we were left with was to slow down and celebrate the progress and successes of the last few years. Most of the goals of the original 2012 schoolwide action plan have been addressed and now the goals we set for the school are more about shoring up and cementing in those improvements. In 201516 these further actions towards the goals laid out in 2012 are being discussed and formulated in action plans by both the curriculum committee and the core branding team. These objectives will be integrated in the school improvement action plan this year and will be recorded in our new full WASC self study as we approach our next full accreditation visit of 2018.

EARCOS

I will be at EARCOS Leadership Conference at the end of October / beginning of November.

Overnight Trips

The HS overnight trips (September 3-4) to Niseko (Grade 9/10) and Tarumae (Grade 11/12) were very successful despite some heavy rains.

The usually scheduled MS and MP3 fall trips were moved to June this year in part to accommodate the MS Volleyball tournament, but also because last year saw fall trips rescheduled repeatedly due to inclement weather. June is viewed as a safer bet.

Back to School Nights (Elementary and Secondary) / Open House Day

Both successful events providing parents the opportunity to see their children's work and ask questions of the teachers about curriculum. I received favorable feedback from parents who attended.

There is some question about whether we might review the format of Back to School Night in the future.

Cross Country Day

The Cross Country Makomanai event was a great success. A fun day for the entire school community.

8. Spouse Protocols (Protocols for hiring spouse of board member or head of school.pdf)

Proposed Protocol for Spouse of Board Member Employment (Rubiner, Katayama, Ratzliff) Hokkaido International School October 14, 2015

The Executive Board has had to address a variety of issues arising out of the proposed or actual employment of spouses of Board members in temporary or regular positions at HIS. The By-laws of the School (Section 6. Paragraph f) clearly address the question of whether a spouse of a School employee may become a Board member, stating that he/she may not. The following protocol shall guide the question of employment of a spouse of a Board member, or a first degree family member such as a child or parent.

1. Should the Head of School consider hiring an Executive Board member's spouse, child or parent, sibling, he or she shall notify each member of the Board by the most efficient means, including e-mail, telephone, or letter at the earliest possible opportunity. This provision includes the potential hiring of a spouse or family member of the Head of School.
2. In said notification the Head of School shall state the following:
 - a) What the nature of the position in question is, and all details of the attendant duties of the position;
 - b) Why this individual is considered well-suited to the position and what other people have applied for the position, together with their relative merits;
 - c) What the Head of School sees as any potential conflicts of interest in the proposed hiring;
 - d) The opinion of the Head of School as to the appropriateness of this person for the position in question.
3. Unless exigent circumstances exist, the Board Chair will place the proposal on the agenda of the next regularly scheduled Board meeting for discussion and submit any documents pertaining to the individual to the Board members as part of the normal packet. At the time of discussion the related Board member will recuse himself/herself from the discussion and any subsequent vote.
4. If extraordinary circumstances exist which require a more rapid response from the Board, then the Chair shall distribute the necessary documentation promptly to each Board member and conduct a time-limited discussion by e-mail or Skype with each Board member.
5. Regardless of the time and place of discussion as referred to in (3) and (4) above, and assuming a quorum exists absent the concerned Board member, the Board shall by a majority vote determine if the family member in question should be hired by the School, and, where the employment details are to differ from the standard part-time or full-time contracts of employment, determine whether the employment details, benefits and pay etc. are appropriate.
6. In the event the Board rejects the recommended individual, the Head of School may reapply to the Board at any subsequent meeting for the person's hiring citing any change in circumstances or qualifications which should in his or her opinion affect the Board's reconsideration.
7. In the case of the spouse of the Head of School being considered for employment, the steps above will be done by the Chair of the Executive Board. Contracts will be prepared with only the names of the employee (the Head of School's spouse) and the Executive Board Chair appearing on the contract. In this case, the Head of School's spouse will be considered an employee of the Executive Board with the Executive Board Chair representing the Executive Board's decision for employment by affixing his/her signature. Contract renewal and termination will also be at the discretion of the Executive Board. The contract and salary schedule (as appropriate) shall conform to the uniform contracts in use at Hokkaido International School.
8. During the Board's decision to hire the spouse of a Board member, the board must also determine the chain of command by which performance will be reviewed to avoid conflicts of interest.

Verbal explanation of the above by the Head of School. Debated and amended to reach the above wording.

Decision

- ❖ Wakabayashi moves to pass the protocols as amended at the meeting on October 15, 2015, and Bossaer seconds the motion.
- ❖ The motion passed. All in agreement.

9. Tagline (no documents)

Presentation by the Head of School. See the HoS's report Section A1. Potential taglines were brainstormed. Discussion to be taken to other committees for further consultation.

10. January Retreat / Marc Frankel - Confirmed - January 14 & 15, 2016 (no documents)

Discussion of the plans/schedule.

11. Future Meeting Schedule

4. ExB November 26, 2015, 1900hr
5. Board Retreat January 14-15, 2016 details TBA
6. ExB February 10, 2016, 1900hr
7. ExB March 17, 2016, 1900hr
8. ExB April 13, 2016, 1900hr
9. ExB May 10, 2016, 1900hr
10. BoC TBA
11. ExB June 21, 2016, 1900hr

12. Time and Place of Next Meeting

November 26, 2015. HIS.

13. Adjourn Meeting

- ❖ **Nikel moved to adjourn the meeting at 18:35.
The motion was approved.**
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