

Minutes of the 2015-2016 HIS Executive Board Meeting #3 2015 November 26 (Thursday) 19:00 @ HIS Sapporo

Members present: John Lazirko, Teiji Midorikawa, Shoji Mitarai (auditor), Paul Nickel, Barry Ratzliff, Philip Seaton, and David Wakabayashi.

Members absent: Alan Bossaer, Phred Kaufmann (auditor), Barry Mernin (Niseko administrator), Justin Tull.

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

Nickel called the meeting to order at 19:09. We have a quorum.

2. Approve agenda (2015-11-26_Executive Board Agenda.pdf)

The agenda was approved.

3. Approve and sign minutes of 2015 October 14 (2015-10-14_ExB_min.pdf)

October 14 minutes signed.

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

4. Chairperson's Report

File: (No file) Nickel

5. Head of School's Report

File: (2015-11-26_5_Head.pdf) Ratzliff

Enrollment: HIS current enrollment: 185 // Niseko Enrollment 15

This month I am proposing that the Executive Board look somewhat down the road to discuss some items of importance around board governance items that we will need to clarify before we host Marc Frankel here to HIS in mid-January. I would also ask that the Board give some direction to the Building and Grounds Committee so that it can be "launched" in a clear direction with plans for the future regarding the dormitory program.

I'm looking forward to being with you next week at the meeting and wish you all a good week.

Organization for Student Learning:

A1 School Purpose

- Non-Report Area

A2 Governance

- Clear Policies and Procedures

- **Discussion** - Under the previous administration, a decision was made to introduce term limits to the Executive Board. While the general idea has much merit, the size of the candidate pool can be a challenge for the Nomination Committee. I believe it is a discussion that should at least be revisited, first at the Nomination Committee level and then at the Board level. I would suggest that a Nomination Committee meeting be called either in December before the Winter Break or immediately afterwards.
- **Discussion** - Board Documentation - I believe that like the above, we should call this committee to work to integrate HIS foundational documents; codify procedures and practices.
- Training of Board Members
 - **Discussion & Decision** - HIS will be welcoming Marc Frankel back to the HIS community for board training etc. on the 15 & 16th of January. I believe it is very important that we have an open discussion to ensure that we effectively make use of Marc's time while he is here. I have added into this packet, the notes from his previous visit. They include several suggestions that Marc left us with. I would suggest that two important items to cover during Marc's visit (among others) would be:
 - (1) Creation of Board Code of Conduct and ...
 - (2) Direction on addressing teacher compensation.
 - (3) ... based on the notes included, there may be other items of interest
 - Note that I have highlighted the items in red in the notes I took during Marc's last visit.

A3 School Leadership

- Existing Structures (... for internal planning, communication and conflict resolution.)
 - Teachers began discussion section one of *Talk it Out* professional reading book, with the purpose of creating a communication protocol for all staff.
- Involvement of Staff (...for involving staff in shared responsibility, collaborative structures and actions, and accountability to focus ongoing improvement on student learning and teaching)
 - Probably one of my proudest 'achievements' was to bring Pat Handy-Johnson to Hokkaido International School from the Center for the Collaborative Classroom to instruct a core group of teachers in the methods of *Lesson Study*. *Lesson Study* is a model of professional learning that is teacher-led, ongoing and collaborative way for teaching to look at lessons. It's a research focused process to examine student learning and data to inform teaching. I would like to thank David Piazza, Peggy Shibuya, Sherrie Oda and Jared Pangier for being part of this incredible process and for willing to be the midlevel leaders who will take the process forward. I would strongly encourage board members to speak to these teachers about their excitement for this vision.

A4 Staff

- Employment
 - Mr. and Mrs. Shaffer will be leaving HIS at the end of the school year and will seek out their next international destination. Ms. Shoko Kumagai is following her intended plan to step down at the end of this school year to consider her next career step. This means that three positions are open for the 2016 ~ 2017 school year - Full Time for Science / Full Time Language Arts and Part Time Music.
- Staff Actions/Accountability to Support Learning (...involving staff in shared responsibility, actions and accountability to support student learning...)
 - Lesson Study (see above) has the potential to bring this piece of the school's action-taking on student learning to a level that few schools achieve.
- Support of Professional Development
 - I would like to thank Ms. Koto Matsuura for bringing valuable information and understandings in regards to Autism through her presentation on November 3. Further to that, my thanks goes to Mr. Justin Gambino who lead his peers in professional learning on

the topic of multiage instruction, which is a key premise of HIS' approach to learning.

- HIS has invested significantly in the Lesson Study approach this year. The four key facilitators for the process will begin to bring it to their professional colleagues in the new year. We will also be sending all of our mathematics teachers (K~8 + David P.) to Singapore Math training at Tohoku International School at the end of February.
- We are currently investigating options to bring a professional training for training in Units of Study, the K~8 reading and writing approach at the school.

A5 School Environment

- Safe Environment
 - I would like to thank staff, students and parents for the quick response to a flasher incident close to HIS. The procedure followed will be a template for future action-taking should such an incident occur again.
 - The barrier gate that was funded by a grant from the US State Dept. will be installed by the end of the month and should be in place by the time of our Board meeting.
 - The first stage of video camera installation should also be complete by the our meeting.

A6 Student Progress

- Non-Report Area

A7 School Improvement

- Non-Report Area

Curriculum, Instruction and Assessment

B1 What Students Learn

- Collaborative Work -- (Indicator: The administrators and teachers use various collaborative strategies to examine curriculum design and student work in order to refine lessons, units, and/or courses).
 - Lesson Study will increasingly provide the structure by which this will be done to greater and greater degrees.
- Accessibility to all Students to Curriculum
 - The professional learning about autism on Nov. 3 allowed instructional staff to better understand what preventative actions could be taken to ensure that students with Autism can access the curriculum.

B2 How Students Learn

- Professional Collaboration
 - Our most recent professional learning will vastly improve the quality of collaborative work being conducted at HIS.
- Professional Development (Indicator: The school uses ongoing professional development to enhance ... learning and teaching.)
 - We have placed much emphasis on PD over the school year. I would like to thank the many teachers who have been and will be involved in the process.

B3 Assessment

- Non-Report Area

Support for Student Personal and Academic Growth

C1 Student Connectedness / School Support Systems

- Adequate Personalized Support (... including referral services for health and personal counseling...)

- I greatly appreciate the visit by the US Embassy psychiatrist, Dr. David Johnson who paid me a visit. Dr. Johnson is new to the Tokyo Embassy and was on a visit to get to know the posts in his region. He kindly offered to put us in touch with an English-speaking, US trained psychologist so that we can expand our referral services list. My thanks also go to the US Consulate and to Mr. Ikeda for supporting HIS by arranging for the visit.
- Strategies Used for Student Retention
 - My appreciation to the Executive Board for supporting my decision to expel (albeit likely temporarily) a student from the school for constant attendance issues. Mr. Cooke and I were able to meet with the student and his guardian. The conversations were very productive and the student was made aware of the seriousness with which we expect him to attend to his studies and his regular presence at the school. The student is committed to returning to HIS for the second semester and with guidance, a clear plan of action (Student Contract) and support (in the form of an advocating teacher) we believe he will move forward in productive ways.
- Co-Curricular Activities
 - HIS has 'stalled' in its ability to offer an after-school Japanese language option due to the ongoing health condition of the intended teacher. We are beginning our search again and hope to have an offering available for the second semester.

C2 Parent/Community Involvement

- Regular Parent Involvement
 - My thanks go to the PTA for such an outstanding Fall Festival. While it was not without its own learnings, the follow-up discussions lead to productive suggestions for establishing the structures that will make next year's event an even better one.

Resource Management and Development

D1 Resources Criterion

- Non-Report Area

D2 Resource Planning

- Long-range Resource Plan
 - **Discussion & Direction** - As we enter the new year, I would like the Building and Grounds Committee to meet so that we can consider expansion of dormitory facilities and a plan for the current buildings into the future.
- Marketing
 - **Presentation** - Barry Mernin has created an action plan that he wishes to share with us today. It is a part of your packet.
 - On November 13, Joe Tomasine arranged for HIS to co-sponsor a bilingualism event at which HIS teachers participated and during which HIS was given an additional 10 minute slot for Joe and Barry to present on the school. School packets were handed out.
 - I will be visiting Sakhalin, Russia from Nov. 28 ~ Dec. 2 to connect with current and potential families who are connected with the oil industry there. It is my hope that we can continue to advertise and expand the dormitory facilities. I have meetings with business leaders and another meeting with Sakhalin International School parents arranged along with private meetings with current and prospective families.

Personal

- WASC Accreditation Visit at Kaohsiung American School - I will be away from Nov. 21 ~ 24 on a mid-cycle accreditation visit for KAS.
- I am looking forward to the Winter Break to be with family and friends.

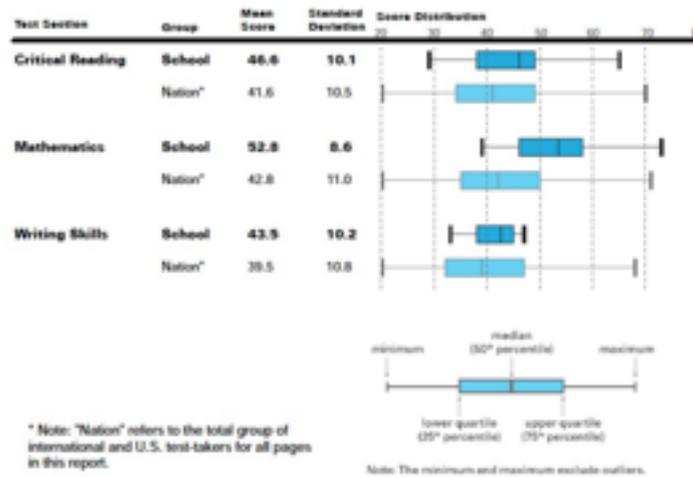
6. Principal's Report

File: (2015-11-26_Principal Report.pdf) Cooke

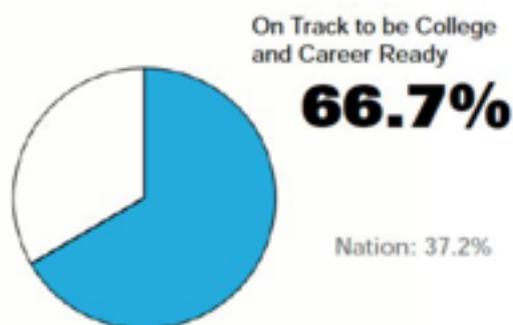
PSAT Results (2015):

Apologies. I wish I had had access to last year's PSAT reports in time to include them in the Annual Report. I am including a sample of the results here for your information. I believe they show how well our students are doing academically, and that they are indeed capable of performing well above national (US) norms.

The results below are from the class of 2017 (this year's junior class). This is a meaningful group to analyze because it provides the most statistically relevant sample being a particularly large group (22 students). Typically, the larger the group of students, the more true the average results are (being less influenced by "outlier" data). PSAT Score Distribution (Class of 2017):



College and Career Readiness (HIS Class of 2017 compared to US average):



Student Achievement:

While the results above are indeed encouraging, recently there has been some concern about a sizable minority of secondary students falling behind in their work. In cases where this is due to academic difficulties, teachers can and do offer the added support required as needs are identified.

In too many cases though, we are finding that the problem is the result of some students viewing class projects and assignments as “optional”. In these cases especially when it continues over an extended period the school has no recourse but to view it as a behavioral issue.

Therefore, the secondary team has introduced an academic behavior plan to closely monitor student progress (and the support the teachers are providing). In this way, it will be easier to separate out the students who simply need more support from the students who need more disciplinary attention.

The plan involves *progressive steps*, beginning with 1) mandatory attendance at **office hours** with their teachers, 2) a **warning** from the administration, 3) **letter** sent to parents from the principal, 4) **parent meeting with the principal**, 5) implementation of **student academic contract, loss of privileges** (such as membership in after school activities or sports teams), and finally 6) **review** of the student's enrollment status at HIS.

We hope that this “tougher line” on academic expectations will have a demonstrative and measurable effect on student achievement this quarter and the semesters beyond.

PTA Steering Committee:

- **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*

The PTA and a very large group of parent volunteers (in particular the coordinators Mika Nakamura and Atsuko Clipstone) did a fabulous job organizing this year's HIS Fall Festival. The event was very well attended by the immediate school community and outside community members.

Currently, the PTA, the school administration and the teaching staff are in discussions about how to improve the organizational structure of events planning so that not so much stress and responsibility falls on just a few people. The goal is to create a sustainable mechanism to ensure that the PTA can continue to provide the school with such quality events into the future and to make certain all members of the school community are involved in the process.

Consideration is also being given to moving the event date so that the head of school and the principal can attend. The current date conflicts with the annual EARCOS Leadership Conference.

The Steering Committee of the PTA is considering a donation of the revenues from the Fall Festival to pay for a new gym mat for the PE department. As well, a grant of 100,000 yen is proposed (to be paid for from general funds) to help alleviate the costs of the upcoming middle school basketball Kobe tournament trip.

Both the above measures will be voted on at the upcoming December 2nd PTA Steering Committee Meeting.

EARCOS (October 27-November 1):

As always, EARCOS was a valuable and meaningful conference. For myself, the time there was supportive of our curricular direction in assessment policy crafting and in data collection and analysis, in particular.

Winter Celebration: December 11 (3:00 - 5:00):

This year we are concentrating on the musical portion of the day and are not including the daylong “international” events which usually shared the same day. The language department is exploring options for international day activities at a later date in the school calendar.

Ainu Event: February 8 (12:30 - 3:30)

Tentatively scheduled for February 8, Diane Brown is facilitating an event to be held in the HIS gym for elementary and middle school school students. The visiting performers will demonstrate Ainu dance and traditional games. There will also be readings of Ainu folktales in Ainu and in English.

Tournaments (recent and upcoming)

JV and MS Girls Volleyball tournament (Oct. 1-4)

HS Girls Volleyball Tournament (Oct. 8-11)

MS Basketball Tournament (Dec. 3-6)

JV Girls and JV Boys Basketball Tournament (Jan. 14-17) Snow Festival Classic (Feb. 5-7)

Year-Long External Testing Calendar

September 28 - Oct 17	MAP Tests (Completed)
October 3	SAT (Completed)
October 14	PSAT (Completed)
November 7	SAT (Completed)
January 23	SAT
January 25-29	WrAP
March 28 - Apr 15	MAP Tests
May 2 - 13	AP Exams (regular testing period)
May 7	SAT
May 9 - 22	DRA Testing
May 18 - 20	AP Exams (late testing period)
June 4	SAT

Coffee Mornings

More coffee mornings have been added to the schedule. Parent attendance is inconsistent. Hopefully with more advertising and perhaps experimenting with different scheduled times we can encourage more parents to be there.

Recent topics:

- The Inside View of the School’s High School Transcript (October)
- Outdoor Education Program (November)
- What is Standards-Based Assessments — The Future of Assessment at HIS (December)

7. Treasurer’s Report

File: (no file) Lazirko

No new figures to report. No problems with finances. Next auditor’s report in time for the February meeting.

8. Niseko Report

File: (no file)

9. Reports (Other)

File: (no file)

Forthcoming committees schedule: The Bare Bear Beer Festival committee will meet next week. The Marketing Committee will meet in the new year. The Finance Committee will meet in late January. The Nominating Committee does not need to be called urgently. The Documentation Committee needs to be called soon.

10. Sakhalin Kindergarten

File: (no file)

There has been a proposal for HIS to be involved in setting up a kindergarten in Sakhalin.

Decision

- ❖ Nikel moves that HIS will limit its offer to the provision of fee-based consultancy services to Mr Y-K Park in the establishment of a pre-school program in Sakhalin. Wakabayashi seconds the motion.

- ❖ The motion passed. All in agreement.

At the next meeting, a list of services that may be provided will be submitted for discussion by the ExB.

11. Disciplinary Item

File: (no file)

The board was made aware of a disciplinary issue requiring the convening of disciplinary committees. The ExB may be consulted again based on the results of those committees' deliberations.

12. Marc Frankel Board Training

Files: (2015-11-26_Marc_Frankel_Board1.pdf and 2015-11-26_Marc_Frankel_Board2.pdf)

Frankel. See also the Head of School's Report section A2.

Discussion: Dates confirmed as January 15 and 16.

Proposed topics: General Review of Governance, Strategic Planning, Code of Conduct, Compensation. An additional ExB meeting might coincide with the Training session.

13. Niseko Action Plan

File: (2015-11-26_NisekoActionPlan.pdf) HISNiseko Parent Teacher Association Meeting

Discussion: Niseko continues to expand as a resort but impacts on HISNiseko are unclear at this stage.

14. Discussion of Term Limits

File: (no file). See the Head of School's Report section A2.

Discussion: Pros and cons of ExB term limits were discussed. No decision required.

15. Discussion and Direction on Buildings, Dorms and Grounds

File: (no file). See the Head of School's Report section D2

Discussion: The various options for buying, renting and building additional dormitory space were discussed. Deliberations to be continued in the Building, Dorms and Grounds committee, which will meet soon and explore the options for extensions to the dormitory.

16. Meeting in Niseko

File: (no file)

This will wait until the spring.

17. Future Meeting Schedule

5. Board Retreat January 15-16, 2016 times 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

18. Time and Place of Next Meeting

February 10, 2016, 19:00, HIS

19. Adjourn Meeting

- ❖ Nikel moved to adjourn the meeting at 21:00. The motion was approved.

Minutes by Philip Seaton (November 2015)