

Minutes of the 2015-2016 HIS Executive Board Meeting #7 2016 May 25 (Wednesday) 16:30 @ HIS

Members present: Alan Bossaer, Phred Kaufman (auditor), John Lazirko, Shoji Mitarai (auditor), Paul Nickel, Barry Ratzliff, Philip Seaton, and David Wakabayashi.

Members absent: Teiji Midorikawa, Justin Tull (votes received by email).

Guests present: Neil Cooke (principal), Barry Mernin (Niseko Administrator).

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 16:35. We have a quorum (7 voting members).

2. Approve agenda (2016-05-25_HIS_Executive_Board_Agenda.pdf)

The agenda was approved.

3. Approve and sign minutes of 2016 April 20 Meeting

Minutes approved and 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

Discussions over whether Nickel will continue as Board Chair for 2016-2017.

Decision

❖ Wakabayashi proposed Nickel should continue to serve as Board Chair for 2016-2017. Bossaer seconded the motion.

❖ The motion passed. All in agreement.

5. Head of School's Report

Files: (2016-05-25_4_BC_Head.pdf, 2016-05-25_5_Head.pages) Ratzliff

Enrollment: HIS current enrollment: 190 // Niseko Enrollment 19

Today's report will be very brief as most of my updates have gone into the report submitted in the Board of Councilors Packet. There are, however, a few updates that I would briefly like to incorporate here, including some thanks, reporting and decision items.

Organization for Student Learning:

A3 School Leadership

• **Reporting** I am pleased to announce that Principal Neil Cooke has signed a three-year contract that will begin from August 1, 2017. I would like to express my thanks to Neil for the solid job he does as

principal. His thoughtful attention to detail and to understanding the *whole picture* of the school and how each aspect of the institution interconnects, make his presence highly valued.

- **Decision - Head Goals** - I have reported on progress towards the goals established last school year and have established a set of goals for the 2016 ~ 2017 school year.

A4 Staff

- **Reporting** - Neil, Megan Shaffer and I have completed a draft "Exiting Teacher Process & Checklist" and will be piloting it with the Shaffers and with Ms. Kumagai as they prepare to wrap up their employment at HIS. We hope that this better smooths the transition and handoff process for teachers.

A5 School Environment

- **Reporting** - The draft Code of Conduct for HIS staff has been completed and should be finalized on the 25th for presentation to staff in early June. I will be presenting it to the Board in the fall.

A6 Student Progress

- My thanks to Neil Cooke for coordinating the AP and SAT exams. My thanks also to those teachers who help to proctor the exams.

A7 School Improvement

- **Reporting** - My thanks to Neil Cooke as WASC Site Coordinator for completing the annual Interim Report to WASC. It will be included in the packet here.

Curriculum, Instruction and Assessment

B3 Assessment

- **Reporting** - Neil is exploring new administrative software that would be compatible with our shift to a Standards-based reporting approach. The platforms being considered would allow us to combine unit planning, grading and assessing as well as incorporate the administrative aspects that PowerSchool currently gives us. These represent next steps in the remaining two year process ahead of us to finalizing our the complete curricular development process that began in 2011.

Resource Management and Development

D2 Resource Planning

- **Decision** - Today we need to pass one last budget, the Dormitory Budget, before we can pass it on to the Board of Councilors this evening.

- **Discussion/Decision** - Fees for Outside Sport Participants -- From time to time HIS is approached by a homeschool family who wish to put their child into the after-school sports program of the school. With homeschooling becoming a worldwide phenomenon, I think we should address this issue with a clearly established fee that is associated outside participation on the team. Other international schools are responding in a similar fashion and can often add valuable players who contribute to the school team but who would otherwise be unable to do so. I would like us to consider a fee proposal today and vote on accepting a figure that seems fair.

- **Reporting - Achievement of Head Goals**

Head Goals for 2015-16

1. Support implementation of stage one of the branding study follow up.
 - First decision-making stage complete
 - Head of School joined the team from March
 - Work ongoing
 - Supporting Branding 'Roll Out' for Opening Ceremony, August 2016
2. Support development of teacher-leaders through implementation of *Lesson Study* approach to peer-supported professional development. (Implementation begun)
 - First and second stage completed
3. Initiate and support implementation of standards-based assessment. (Support professional understandings / Policy adoption)
 - Professional understandings - Stage 1 Completed
 - Professional Reading Teams - Stage 2 Completed
 - All - Staff Presentation - Completed January 2016
 - Establishment of Assessment Committee - Complete
 - Policy Revision / Protocol Documents - Complete
 - Procedures & Assessment Rubric Development - Ongoing into 2016, 2017, 2018 school year.
4. Support expansion of the dormitory program (Ongoing)
 - School Fair / Visit to Sakhalin - Complete
 - Building & Grounds Committee - Consider dorm building options - Complete
 - Increased enrollment - Realized

6. Treasurer's Report

File: (HIS Finance Committee Meeting 23 May 2016.pdf, 31 March 2016 HIS Financial Summary.pdf, Harris Fund October 2015 - April 2016.pdf) Lazirko

Discussion regarding the Backyard Loan (see item 13)

7. Principal's Report

File: (no file)

Nothing to add beyond items detailed in the Head of School's report.

8. Niseko Report

File: (no file) Mernin

The Niseko bus purchased last year has had persistent technical problems since its purchase. HISNiseko has stopped using it. It will be replaced over the summer.

9. Reports (BBBF)

File: (no file)

Discussion of the volunteering rota for Executive Board members at the Bare Bear Beer Festival in July.

10. Head of School Goals for 2016-2017

File: (2016 - 2017 Head Goals.pdf) Ratzliff

Discussion regarding goal number 4 (regarding expectations for teacher participation in after school events). The need to find a balance between work to rule (8am-4pm) and blanket expectations to attend everything. Discussion of how to formalize contractual obligations.

Decision

- ❖ Seaton made a motion to approve the Head of School Goals as presented. Wakabayashi seconded the motion.
- ❖ The motion passed. All in agreement.

11. Passage of Dormitory Budget

Files: (2016-05-25_7.9_BC_DormBudget.pdf) Ratzliff

Explanation of the proposed budget.

Decision

- ❖ Ratzliff made a motion to approve the budget as submitted. Nickel seconded the motion.
- ❖ The motion passed. All in agreement.

12. Fee for Outside Sport Participation

Files: (no file)

Some children from outside HIS want to take part in HIS sport clubs (see Head of School Report). Discussion regarding whether there should be fees to cover coaching, utilities etc. 50,000 yen per quarter was proposed. It was confirmed such students can represent the school in inter-school competition. Potential benefits for recruiting students debated.

Decision

- ❖ Nickel proposed a motion to introduce a charge of 50,000 yen per quarter per sport plus insurance for non-HIS children wanting to take part in HIS sport club activities. Wakabayashi seconded the motion.
- ❖ The motion passed. All in agreement.

13. Backyard Loan

File: (no file)

Eri Kashiwabara has renegotiated the backyard loan. Hokkaido Bank offered additional incentives. No assessment for collateral saves 1 million yen. Also savings in transaction fees. The HIS accountant recommends we switch. An additional benefit is the diversification of financial management. There are savings of 3 million yen or more on interest payments and 4 million yen on repayments.

Decision

- ❖ Lazirko proposed a motion to switch the backyard loan to Hokkaido Bank. Bossaer seconded the motion.
- ❖ The motion passed. All in agreement.

14. Head Evaluation Discussion

File: (no file)

Discussion of the new Head Evaluation process and review of the available data on which to base the evaluation.

15. Board Self Evaluation Discussion

File: (no file).

Discussion of the roles and performance of the Executive Board.

16. Strategic Policies

File: (no file)

17. Future Meeting Schedule

9. ExB June 21, 2016, 1900hr

18. Time and Place of Next Meeting

June 21, 2016, 1900hr

19. Adjourn Meeting

- ❖ Nikel moved to adjourn the meeting at 18:40. The motion was approved.

Minutes by Philip Seaton (May 25, 2016)