

Minutes of the 2017-2018 HIS Executive Board Meeting #8 2018 March 28 (Wednesday) 19:00

Members present: Alan Bossaer, Karen Katayama, Barry Mernin, Paul Nikel (via telephone), Barry Ratzliff, Philip Seaton, Teiji Midorikawa and David Wakabayashi

Members absent: Justin Tull, Yukari Rafter,

Guests present: Neil Cooke (principal), Phred Kaufman (auditor), Shoji Mitarai (auditor).

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

Katayama called the meeting to order at 19:00

2. Approve agenda

The agenda (sent by email) was approved.

3. Approve and sign minutes of 2017 February 19 Meeting

Minutes approved and signed.

☒ ☐ Check that all minutes from September 2017 to present have been signed by those members who were present.

4. Board Chair's Report

File: (Verbal)

It would be ideal if more EB members could attend future collective bargaining meetings. No report at this time as today's meeting will focus on the collective bargaining issue (see below).

5. Head of School's Report

Files: (2018-03-28_5_Head.pdf)

Head of School Report to the Executive Board 03 / 28 / 2018

Enrolment: HIS current enrolment: 201 // Niseko Enrolment 28

Note on the HoS Report: Dear Executive Board Members - As this is already our 8th meeting of the year, I do not necessarily have enough to provide you with my normal report. Instead, I have opted to provide you with an updated "List of Things Done", a list of accomplishments made that is annually updated to document progress for the accreditation process. I began this with Dan Reynolds and have continued this with Principal Neil Cooke. Neil and I just recently updated this document ahead of our accreditation visit in April.
Our agenda today will be filled with other items so keeping my "report" short will hopefully save some time.

The List of Things Done

2017 - 2018

- Installation of chemical fume hood into the science lab. Funding support from PTA (August 2018)
- Adoption of an Aspiring Athletes and Careers Agreement to support students who are pursuing a career or athletics, allowing them a degree of exemption from the attendance policy. (August 2018) (Created by administration over the summer and passed by the EB)
- Addition to the Emergency Handbook to accommodate for the potential of missile attacks (September 2018) (Administration w/ input from faculty).
- 2018 ~ 2019 budget surplus distribution in support of the Maintenance Fund, General Reserve Funds, Bus Fund etc. (Administration & Executive Board)
- Rules of Employment document - established by the EB with the school lawyer
- Elimination of ELL fees for 2018 ~ 19 school year - A long term proposal of the ELL Dept. and administration, the EB was able to unanimously approve this decision in December, 2017
- Development of an instructional survey on the role of the Executive Board and Board of Councilors for distribution to staff and the parent community (sent out Nov. 2018) (Created by Cooke, Ratzliff and Seaton)
- Adoption of new Rules of Employment (Nov. 2018) (School lawyer & Administration - passed by the Executive Board)
- Executive Board ~ Staff Meeting Protocols adopted (approved by the EB March 2018)
- Receive funding approval for the dormitory expansion project (January 2018), construction begins February 2018.
- Initiated 60th Anniversary Celebration plans for the 2018 ~ 2019 school year. (Administration)
- Development of a 60th Anniversary Logo and Husky Alumni Logo (Administration & Students)
- New student information system initiated (Alma) (Principal & Instructional Staff)
- Committed funds for training of all staff in WIDA during orientation week, August 2018 (HoS)
- Decision made to test all students in grades 8 to grade 11 in PSAT and commit the funds to pay for these tests. (Principal proposed / CC Input and Approval)
- Adoption of School Communication Protocols (approved by the EB Jan. 2018)
- Adoption of the Sexual and Power Harassment Prevention document (Feb 2018)
- Child protection training provided for all volunteer staff in September 2017 (Conducted by Sapporo City services at invitation of Administration)
- Initiation of AP Seminar Capstone course in August 2017. (Administration ~ Relevant faculty)
- Decision to add a second cohort class of seminar in August 2018. AP Research Capstone course will also be scheduled for 2018-19.
- Redevelopment of the new and returning teacher orientation week around the WASC FOL Protocol (Spring 2018)

2016 - 2017

- Addition of a Grade 6 specific teacher position and partial “breaking out” of the grade 6 class in order to better transition the group from elementary into secondary. (Considered at the request of MS teachers)
- Addition of a fourth full time office personnel (Long-time admin assistant Shimako Abe, and Business Manager Kashiwabara, made the recommendation that we take on Mr. Hiroe Tawaraya as the new Admin Assistant as he brings many of the skills from his previous experience in the Self Defence Forces, plus the transition of Ms. Abe into the business office where support was needed with the departure of Ms. Ishino)
- Transition from PowerSchool to the new school administrative software, ALMA, to accommodate standards-based grading at the secondary level (Follows pervasive PD w/and

understanding of schoolwide instructional staff; final decisions included members of the CC and key secondary teachers)

- Standards-based grading transition team established to work out the details of the process for introduction in the 2017 ~ 2018 school year (Piazza, Pangier, Aseltine, Erickson, Ratzliff & Cooke)
- Development of the Character Development Graduation Portfolio (a.k.a Huskies Legacy Project) as a method of documenting / assessing student attainment of the HUSKIES (schoolwide learning outcomes) (Largely developed by Pangier w/ later support of Erickson, Cooke & Piazza)
- School promotional video to mark the launch of the Branding Study (overseen by Joe Tomasine)
- Phase Two and Three of the Lesson Study continued (Oda, Piazza, Shibuya & Pangier)
- Expansion of Dorm 2 within the Ishikawa Mansion to accommodate 14 residents
- Upgrading of the internet system and recabling of the school's wifi
- Construction of a security gate between the dorm to the main building to better secure the back field
- Construction of a safety net fence to shield cars in the parking lot from balls from the field
- Exploration and staged adoption of a Reggio-Emilia-inspired Early Years philosophy (Collaboration between CC members and EY teachers, Ms. Speirs & Ms. Lai)
- Replacement of carpeting, furniture and instructional materials to bring the EY space in line with Reggio learning / instructional practice) (Additional classroom budget for teaching professionals and maintenance project designations)
- Application of the school's Husky Logo on the Gym Wall (Created in cooperation with the Branding Team members and marketing.
- WIDA Framework for ELL - (At the recommendation of the HoS, the framework was explored by ELL instructional staff and recommended to the CC)
- Window installation on all remaining classroom doors

Head of School Goals for 2017-18

(1) Operations and Resource Management - In collaboration with the Building and Grounds Committee of the Executive

Board, arrange for the resources (time, funding and detail decisions) to complete the extension project to the on-campus dormitory building, culminating in a transfer of students from Dorm 2 to a united, on-campus dormitory building.

- November 8 - Funding Approval from EB & BoC
- Construction Start - Mid-Nov
- Construction Safety Details Published to Community - Mid-November
- Transition / moving plan to new facilities - end March 2018
- Rental Dorm, Contract cancelation - July, 2018

(2) Operations and Resource Management - In collaboration with the Building and Grounds Committee of the Executive

Board, and the school lawyer, explore solutions to property access and explore expansion plans to the current school building facilities.

- Meet to discuss / strategize - December 2017
- Meet with school lawyer - 3rd week of January, 2018
- Preliminary in-house plans - End February, 2018
- Report from lawyer - End February 2018
- Revise plans based upon lawyer's report

(3) **Professional Accountability** - In collaboration with representatives of the school staff, the Board, fellow administrators and the school lawyer, set priorities for, and systematically address, the remaining areas for negotiation as outlined in the *Note of*

Confirmation signed alongside the Labor-Management Agreement.

- Receipt of items of negotiation - November 2017
- Guidelines for Working Teams - 2nd week of November - Preliminary meeting with EB Chair
- November 14 meeting with h.i.s. Labor to finalize guidelines
- Refer one topic to EB for decision (Agenda addition, November 8)
- Select Working Team members for first agenda item - (November 16, 2018)
- Agenda 2 Revisions to Health Insurance Plan Comparison Document - December
- Agenda 3 Wording for Standardized Cover Letter to Letter of Reference - end February
- Agenda 4 Proposal for Revisions to Communication Protocol - end February / early March

(4) **Human and Organizational Development** - In dialogue with the EB and relevant staff, develop the policies and protocols around the hiring process that would better ensure HIS hiring and retaining educators who meet the need of our curriculum.

- EB preliminary discussion topic - Nov 8, 2017
- Document conclusions of discussion by Nov 15, 2017
- EB Discussion topic - January meeting, 2018
- Post to website - End February, 2018

(5) **Human and Organizational Development** - Support the WASC Site Coordinator and school staff through the allocation of school resources (time, funding, data-collecting, materials and administrative decision-making) to ensure a smooth conclusion to the WASC Focus on Learning, Self Evaluation process leading up to the visit of the WASC Visiting Committee in the Spring of 2018.

- November 6 - All teacher WASC Day
- November 23 - All teacher WASC Day
- by end November - Settle on VC Team Accommodation & transportation plan
- March 6 - Submission of WASC Report to VC & WASC Offices
- January 8 - All staff WASC Day
- May 6 ~ 10 WASC Visiting Committee
- **Supporting additional writing / sub coverage as needed

(6) **Governance** - In advance of submitting the WASC Accreditation FOL Self Study Report, support the Executive Board the

Board of Councilors and the school lawyer with the necessary resources (scheduled time, funding, PD expertise) as the school seeks to redefine the relationship between the two boards of the school.

- HoS Discussion w/ Larry Hobdell (Regional Educational Officer) - ELC 2017 (Complete)
- Admin Discussion with Dr. Marilyn George, Regional Director of ACS-WASC - ELC 2017 (Complete)
- Multiple Visits w/ school lawyer (Fall 2017)
- Receipt of Articles of Incorporation Revisions - October 2017
- Translation of Revisions - November 2017
- Distribution of Revisions - November Board packets (EB & BoC)
- Agenda Item Preparation - BoC & EB Agendas for Nov 2017 Meetings

6. Principal's Report

File: (HIS WASC Self Study Report 2018.pdf)

There was a brief verbal summary of the preliminary WASC report, particularly Chapter 3 and Chapter 5. Chapter 3 contains pertinent information for planning. Chapter 5 is the most important chapter because it contains our action plan to send us forward. It pertains to things the Executive Board will have to act upon. Any and all questions can be sent to Neil Cooke (Principal) within the week. The Board was reminded of the schedule for the upcoming accreditation visit (May 6th to May 11th, 2018). The WASC Report must be approved in its entirety by next week. The vote will be done by e-vote.

Decision (by E-vote, April 8th and 9th)

❖ Katayama moves, and Ratzliff seconds, that the ACS-WASC Focus on Learning Self Study Report for 2018 be approved.

❖ The motion passed. Six votes in favor. Three members did not vote.

7. Niseko Report

File: (2018-03-28_10.1_Niseko-Letter.pdf) and (2018-03-28_10.2_Niseko-Response-Draft)

After a lengthy discussion regarding the letter from HIS Niseko Campus parents asking for a change in the proposed fee structure (see 2018-03-28_10.1_Niseko-Letter.pdf) the Executive Board made a decision to stand by the initial fee increase proposal (see 2018-03-28_10.1_Niseko-Letter.pdf) but also will re-state the reasons for the fee increase (see 2018-03-28_10.2_Niseko-Response-Draft) in the response letter. Nikel will send the response letter as soon as possible.

8. Building and Grounds Report

File: (no file)

No report

9. Finances Report

File: (no file)

No report

10. Collective Bargaining Topics

File: (no file).

Hardcopy of demands and charges against the HoS (Barry Ratzliff)

Verbal Discussion

The next collective bargaining meeting is scheduled for April 5th, 2018. Katayama thought it would be good if as many Executive Board members attended.

The first topic of discussion was the HoS's salary and the union's repeated request to see the HoS's salary and compensation breakdown. The Board agreed unanimously, that this is not necessary and was firm in its agreement that this issue has been revisited and a decision made: the union can see the administrative costs breakdown, but the HoS's salary will remain private.

Katayama and Ratzliff discussed the collective bargaining meeting on March 13th, 2018. The union representatives wanted a packet delivered to the Board with their demands and charges. No electronic copies were delivered due to the personal nature of the content. The Board did read through the documentation (charges and demands) from the union at the meeting. A decision by the Board regarding how to proceed with the harassment charges will be put on hold until protocols are put in place to deal with any and all harassment charges (by any member of the HIS community - i.e. NOT just charges directed at the Admin) at HIS. As this is an extremely important issue, all Board members felt a need to research the subject thoroughly, as well as consult professionals, to avoid making any hasty recommendations or suggestions.

During the discussions, Wakabayashi asked if there were rules of engagement in dealing with harassment charges by anyone at HIS. It was deemed necessary (by the Board) to form an investigative committee to deal with any harassment issues. However, before forming this committee, the Board agreed it was crucial to seek the opinion of a lawyer to learn more about the process involved in forming an investigative committee and/or for dealing with harassment issues in general. Due to time constraints, it was decided an E-vote within the week should take place. The E-vote took place on April 3rd and 4th, 2018).

Decision (by E-vote, April 3rd and 4th)

- ❖ Katayama proposes (Nikel seconds) that the Executive Board approve the motion for the EB to seek legal advice and input on the Harassment Investigation Committee protocols.
- ❖ The motion passed. Seven votes in favor. Two members did not vote.

Further to the issue of harassment, Wakabayashi pointed out that it was important to establish protocols for the investigative committee to follow if and when an investigative committee was established. Tull and Bossaer later via email, stressed the need to research as much documentation as possible before making a final decision regarding the protocols and procedures for dealing with harassment. Katayama later in an email, decided to address the topic of harassment protocols and procedures at the next Executive Board meeting (April 25th, 2018).

12. Future Meeting Date

April 25, 2018

12. Time and Place of Next Meeting

#9 TBC @ 18:30. HIS Sapporo Campus.

13. Adjourn Meeting

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

Minutes by Alan Bossaer (March 28, 2018)