

**Minutes of the 2010-2011 HIS Executive Board Meeting #1
August 14, 2010 (Saturday) at HIS at 14:45**

Members present: Branson, Johnson, Katayama, Kaufman, Lyons, Viljoen, Yonesaka.

Members absent: Ikeda

Guests present: Barry Ratzliff (Deputy Headmaster); Dr. Toma (HIS Auditor)

1. Call meeting to order.

Viljoen called meeting to order at 14:47.

2. Approve agenda (2010.8.14_1.agenda ExB.pdf) (Confirm most important items for us this evening.)

The agenda was approved.

3. Approve and sign minutes of June 18 meeting (2010.8.14_2 2010June18_minutes.pdf)

Minutes were approved and signed.

4. Matters/discussion arising out of the minutes: None.

5. Chairperson's report (2010.8.14_3.Chair ExB.pdf)

Viljoen welcomed the two new Board Members, Bob Johnson and Karen Katayama. This coming school year is an important one with head handover preparation, Niseko campus development, Teacherage planning, vision development, policy review and preparing for the next WASC (Western Association of Schools and Colleges) visit.

6. Headmaster's report (2010.8.14_4.HMreport.pdf) (2010.8.14_4b.Goals.pdf)

Enrollment: Opening enrollment is currently 185 with 15 students scheduled for the dormitory. The drop in numbers from early elementary was highlighted.

Personnel: HIS welcomes new teachers Cecile Deforest (ELL), Shoko Kumagai (elementary music), Owain Phillips (English), Maria Renee Gamarra (K-1) and Sophie Burrows (art). Many thanks to Kaori Ratzliff and Ogawa-san who prepared the teacher apartments for their arrival. A 3-day new teacher orientation session was held on August 11-13 by Kaori Ratzliff who will provide continued support for daily living as well as language lessons. In response to Board request, a teacher evaluation program will be implemented. All teachers will be reviewed within the first nine weeks, followed by a second observation and a third peer-to-peer observation. A form has been developed to chart monthly "walk-throughs."

Curriculum: HIS will continue with its Language Arts curriculum review this year. We greatly anticipate the work with Bambi Betts in October and with IPC trainer Susan Zimmerman.

School Improvement: The new PTA parent group structure will be kicked off at Opening Day.

Building and Grounds: The first floor has been transformed into the Early Learners program (Pre-K to 2). The second floor has a new teacher's room, and ELL for elementary has been returned to its previous location. An open classroom has been established for elementary and language classes. Compliments to Eri Kashiwabara, Rod Kelly, Norm, and Mr. Ogawa for their work on the building.

Marketing: Thanks to Phred Kaufman and HIBA for his work on fundraising in summer. Branson will propose a combination of fundraising efforts for May 2011 for the Endowment Fund, including a Saturday golf tournament, an afternoon beer garden and an auction.

Niseko: (See discussion below)

Technology: The new website is up and we are looking to develop content where dated content was deleted.

Student Issues: School Safety and Health Safety month will be held as usual in August/September.

Important to Note: Connie Buford from the U.S. State Department will visit HIS for the third time on Nov 18 and 19.

7. Deputy Headmaster's report: None.

8. Treasurer's report:

Branson reported on the treasurer's report and on how reserve funds have grown in three years. Branson will explain to the new members how to look at the financial report.

The Headmaster's car is no longer running; a new car will be bought using the vehicle fund ("bus fund").

9. Auditor's report: Toma presented the Capital Improvements Fund (CIF).**Decisions needed/ desired****10. Improved Board communication and practice proposal (4/28/2010)**

This document proposes ways to (I) increase Board-PTA communication and (II) make the Board more dynamic. (I) does not need to be voted on and discussion will be ongoing. Today's discussion involved the three items under (II), which involve Executive Board structure and would need to be voted on:

"IIA. Amend bylaws to set term limitations of two terms of three years.

IIB. Amend the bylaws so officers may only serve for one term of three years.

IIC. Amend the bylaws to increase board membership from 8 to 9 members."

Branson explained that the rationale for IIA and IIC is to bring more people on the board; the rationale for IIB is to make it easier to get a quorum. Viljoen proposed an amendment to IIA, to add the word "consecutive" so that it reads: "IIA. Amend bylaws to set term limitations of two consecutive terms of three years." Lyons moved that the Board approve IIA. Viljoen seconded the motion.

Further discussion involved the following opinions against the motion:

- Placing limits on board terms could put the Board in the position of not having enough members.
- Term limits could make it more difficult for the nominating committee to vet prospective members.

The following opinions were voiced in favor of the motion:

- It is critical for HIS to expand the pool of people with "institutional knowledge".
- This kind of term limitation is common for most organizations because it forces Boards to proactively cultivate new members.
- To bring in more people, former board members need to go back into the community (i.e., members need to come in earlier, and rotate earlier.

Note: One reason the Board-Head relationship is good is because it is not an elected but appointed board, something which would remain intact.

Viljoen proposed that the motion be held until the next meeting. Branson will poll other organizations. IIA and IIB would require amending the bylaws, and IIC would require amending the Articles of Incorporation.

11. Board goals

After reviewing the 2010 HIS Executive Board self-evaluation results, Board goals were set for the 2010-2011 school year:

1. **Communication:** Explore and implement ways to develop effective communication between board, faculty, staff and parents.
2. **Vision:** Develop a long term vision for HIS that includes future development such as a Niseko campus.
3. **Head Transition:** Maintain the mentorship of the new Head of School, and prepare for the transition of new board members.
4. **Board Policies:** Review and update board policies.
5. **Curriculum:** Ensure that teachers develop curriculum that aligns agreed standards, assessment and instructional practice. (Complete language arts and move onto the next target area.)

12. Board Positions for 2011-2012: secretary, treasurer, personnel, etc.

Chairperson (2011-2012): Viljoen's term as Chairperson ends at the end of June 2011. The Board requests him to serve one more year, to avoid an overlap in transitioning of Head of School and Board Head. Viljoen will negotiate with his organization.

Vice-chair (2010-2011): Johnson agreed to serve as vice-chair.

Secretary (2010-2011): Yonesaka agreed to continue to serve as Secretary.

Secretary (2011-2012): Katayama has agreed to serve as Secretary.

Personnel chair (2010-2011): Lyons agreed to serve as head of committee, with Johnson also serving. They will re-consider how the information in exit interviews is communicated to the head.

13. Head goals for 2010-2011:

Branson outlined a draft of Three-Year Goals, including HM goals for the coming year, with an action plan.

14. Purchase of Campus Land

City Land Issue: Toma visited City offices August 13 at 17:30. After the final reappraisal, the price of the land (not including the narrow strip) is now 206.55 million. (JPNY 45,100/sq.m x 6869.53 sq meters = 309,815,803 x 2/3 = JPNY 206.55 million.)

Drain: The drain at the far edge of the field was built outside the HIS boundary, even though our original plan of the land and for the track showed the correct boundaries. The land owner, the Water Supply Department, wants a rental fee for that narrow strip of land. Branson will ask lawyer Mr. Tanaka to investigate about the original building of the drain. Another drain that exists now is halfway up the hill, so it doesn't protect our land as it should. HIS could possibly donate our drain to the City so that they don't have to pay us damages every time it rains. HIS signed the agreement to buy the land we have now in November, but it would be very difficult to convince the community that we also need to buy (or lease) an additional strip of land. Negotiations will be ongoing.

B. Items to be discussed/ reviewed

15. HIS Board policies: Tabled

16. Niseko satellite school

In the document "Auditor's Comments on Niseko Sattelite School", Toma suggested that the Board develop its longer-term vision regarding the funding necessary to run the Niseko Campus and run a simulation to see how different enrollments would affect the finances. He noted that Chris Wood had worked hard for the Niseko campus project and suggested that one Board member be represent the Niseko Campus. Branson noted that staff capacity has been investigated. About 20 to 25 Niseko residents say they'd like to send kids, but there is no guarantee they would send them. Also, the HIS Head of School would be Head of both campuses.

Branson presented the job description of the Principal at Niseko. There are internal applicants for the position.

17. Board calendar for 2010-2011

ExB members will be out of town on these dates: Viljoen 10/3 to 12/17; Katayama 9/2 to 9/18; Lyons 9/16 to 9/21; Kaufman 9/16 to 10/4; Branson 11/12 to 11/22 (son's wedding).

18. Curriculum development, implementation and assessment: Tabled

19. Teacherage housing: Ikeda, Paul Nichols, Viljoen, Branson will meet before the next Board meeting.

20. Head transition: Board will set aside funds for a Leadership Coach for Ratzliff to meet Board Goal #3.

21. Communication: The new PTA parent group structure will be kicked off at Opening Day.

22. One "unified" action plan

23. HIS Vision: Vision was discussed during the morning workshop.

C. Possible items for discussion today?

C-1 Review of Kitara Concert-- Tabled

C-2 John Ritter in 2010--Tabled

D. Items for consideration in the future

D-1 Review of policies

D-2 Progress on New Building Extension evaluation [New Building Extension Committee]

24. **Review of meeting:** Tabled. Time was too short.

25. Time and Place of next meetings:

Monday September 13 at 18:00

Friday October 1 at 18:00

Monday November 29 at 18:00

Monday December 20 at 18:00 ?

Next Board of Councilors' meeting: Monday October 18 at 19:00. Due to Dale's absence, Branson will chair this meeting.

Adjourn meeting: Meeting was adjourned at 16:37.

For reference:

Last year: Standing Committees (*Four committees required by by-law, first person listed is chair*)

- a. Finance Committee (**Midorikawa**, Branson, Shalfeieff) **Need to co-opt other members**
- b. Future Planning Committee [School Improvement Committee] (**Ratzliff**, Branson, Viljoen, Yonesaka, K. Katayama, M. Greenway, B. Greenway, Shibuya, Piazza, ?students)
- c. Personnel and Curriculum Committee (**Viljoen**, Branson)
- d. Buildings and Grounds Committee (**Branson**, Ikeda, Lyons)

Last year: Other Committees (*First person listed is chair*)

- e. Fund Raising and Marketing Committee (**Kaufman**, Branson, Riggins)
- f. Tuition Assistance Committee (**Branson**, Viljoen, Lyons)
- g. Board Nominating Committee (**K. Riggins**, Branson, Mitarai)
- h. New Building Extension Committee (**Kaufman**, Branson, Ikeda, Piazza, Sugino)
- i. Teacherage Committee (**Branson**, Kaufman, Ogawa)

Executive Board Goals for 2010-2011

1. Communication: Improve communication among all elements at HIS.
2. Vision: Establish the Niseko Campus
3. Transition: Ensure smooth transition of Head and Board
4. Policy: Review and update policies
5. Curriculum: Ensure that teachers develop a math curriculum that aligns agreed standards, assessment, and instructional practice.

HIS Mission Statement

Hokkaido International School will nurture inquisitive, creative learners for compassionate stewardship of an ever-changing world by providing a university preparatory program, within an English language environment.

Item for HEx:

The Executive Board welcomes new and returning students, faculty and families and wishes all a great start to the 2010 school year. We also welcome new Executive Board members Bob Johnson and Karen Katayama. The August Board meeting included with a day-long Annual Retreat, during which we reviewed many documents, discussed School Vision, and set our own Board Goals for this school year:

1. **Communication:** Explore and implement ways to develop effective communication between board, faculty, staff and parents.
2. **Vision:** Develop a long term vision for HIS that includes future development such as a Niseko campus.
3. **Head Transition:** Maintain the mentorship of the new Head of School, and prepare for the transition of new board members.

4. **Board Policies:** Review and update board policies.

5. **Curriculum:** Ensure that teachers develop curriculum that aligns agreed standards, assessment and instructional practice. (Complete language arts and move onto the next target area.)

Minutes by Yonesaka (8/18/2010)

Proofread by Viljoen (8/25/2010)