

**Minutes of the 2010–2011 HIS Executive Board Meeting #4
November 29, 2010, (Monday) at HIS at 18:00**

Members present: Branson, Ikeda, Johnson, Katayama, Kaufman, Yonesaka

Members absent: Lyons, Viljoen

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

1. **Call meeting to order:** Branson called the meeting to order at 18:23.
2. **Approve agenda** (2010.11.29_1.Agenda_ExB.doc) (Confirm most important items for us this evening.)
3. **Approve and sign minutes** of Sept. 13, Oct. 18, and Oct. 20 meeting (2010.11.29_2a.Minutes.pdf & 2010.11.29_2b.Minutes_2.pdf)
4. **Matters/discussion arising out of the minutes**
Yonesaka needs to update the Articles of Incorporation so they can be translated and filed with the city.
5. **Chairperson's report** (no written report)
HIS is prepared to offer a candidate the position of principal of HIS, and the salary is under discussion.
6. **Head of School report** (2010.11.29_3.HMreport.pdf)

Enrollment: HIS currently has an enrollment of 180. The inverted pyramid of fewer incoming elementary students is still occurring.

Finances: Branson has contacted Harris Associates to sell assets in the Capital Improvement Fund to pay for the loan from Hokuyou Bank for the campus land. The amount will cover monthly payments from December 2010 through July 2011, the current fiscal year. The next sale of assets will be in August 2011 for one year of payments.

Personnel: Kay Shalfeieff will retire at the end of the 2010–2011 school year. HIS lawyer Mr. Tanaka emphasized to Branson and Shimako Abe (who is responsible for labor practices) that HIS has a policy for retirement at the age of 62 and exceptions should not be granted to this policy even though our labor practices provide that option. Tom Ruhm is not returning to HIS. HIS will be looking to hire a secondary social studies teacher (replacing Sarah Branson), secondary science teacher (Piazza moving to math), fifth grade teacher, and Sapporo Campus principal (Ratzliff moving to head of school). In addition there is the potential to hire three teachers for Niseko, and a list of potential candidates has been drawn up.

Curriculum: Professional Development Day on November 23 focused on teachers sharing unit plans. Teachers have been writing and participating in small group discussions on *The Mosaic of Thought* in preparation for the January workshop with its co-author, Susan Zimmermann.

School Improvement: HIS will be continuing its self-study and continued curriculum revision during 2010–2011 in preparation for its accreditation visit in April 2011.

Building and Grounds: Ikeda and Branson visited the city offices to sign the agreement on November 5 and signed the loan documents on November 24.

Marketing: The spring fundraising committee is planning a May 14 event with golf, a food and beverage reception, and an evening dinner and auction.

Niseko: At the Open House on November 3, the mayor of Niseko and other members of his staff visited HIS. A discussion was held regarding the use of the Miyata Building, and the mayor committed to working to have the building available in the spring of 2011.

Technology: Ratzliff continues to work on technology issues at HIS due to critical gaps in the transfer of knowledge from the previous IT coordinator to the new coordinator, Yuya Hisada.

Important to Note: •Connie Buford of the U.S. Office of Overseas School visited HIS for a few days in November. She reiterated the importance of communication between HIS and the consulate families.
•Japanese Culture Week is December 6–10.

Branson thanked Ratzliff for his care of HIS during his absence and noted that it is likely that he will need to leave HIS again for further job interviews. The Board fully supports him during this interview process and wishes him the best of luck.

7. **Principal's report** (2010.11.29_4a.Principal_Report.pdf & 2010.11.29_4b.Ratzliff_EARCOS_Notes.pdf)

EARCOS Leadership Conference: Ratzliff thanked HIS for making it possible for him and Karen Katayama to attend the 2010 conference.

HIS Service Club: Posters on the topic of bullying that resulted from the school-wide discussion activity are on display. The Service Club plans a follow-up session on the issue during the second semester.

Technology: The Internet accessibility problem that HIS has suffered this year will be overcome by dividing the system in two—one for teachers and staff and another system for student connectivity devices that will contain a filtering system. The router will need to be replaced by a larger router.

Curriculum Committee: On Nov. 23, teachers spent a very productive day peer reviewing units plans. The Curriculum Committee met in the morning and again in the afternoon to draft an assessment calendar that establishes where and when school-wide, common assessments will be implemented and collected.

School Improvement Committee/School Accreditation: The Annual Report is in the final editing stages and should be available electronically by the end of the year and in paper format in January. Secondary Discipline: Two students were suspended for a total of three school days for physically fighting at the conclusion of a Student Council event.

8. **Treasurer's report** (2010.11.29_5a-f.Fin_Report.pdf)

Kaufman signed authorization for funds for the CIF to pay for the loan.

9. **Auditor's report**

Dr. Toma submitted a report. He also asked the board to look at financial projections for the mid-term and the long-term while considering the Teacherage and the building extension. Branson encouraged Ikeda to join the finance committee regarding long-term finances.

A. Decisions needed/desired

10. **Review of EARCOS Conference** (Ratzliff and Katayama)

Katayama reported that she found that many international schools have elected boards and open board meetings, but many problems. She noted that HIS may need to consider how to educate families about the Board as they come into the school. Some experts recommend dividing board meetings into fiduciary, strategic (mission-based financial planning), and generative (brainstorming) time use—with a timekeeper. Another idea is that one board person goes to different constituent groups to present board thinking, and she offered to serve as a liaison for that.

The conference focused on examining international educational trends. Physical schools need to meet student needs that can't be met online, such as arts and physical education.

Ratzliff reported on Dr. Yong Zhao's keynote speech on creativity and on Harvey Alvy's presentation on trends in education:

- Focusing not on the teaching, but on learning and how to evaluate that in a peer dialog.
- Meeting the personal needs of students through a curriculum that responds to cultural, gender, and other issues.
- Using data-informed (not data-driven) assessment and de-tracking to maximize high achievement.
- Developing 21st century *soft* skills of creativity, tolerance, and global awareness.
- Encouraging continuous teacher growth through *best* practices and *promising* practices.

11. **Niseko satellite school**

HIS is waiting for concrete information about buildings and dates.

12. **Parent Discussion Group Report**

The first group meeting was productive, but the second group meeting was less so.

13. **Fundraising Report**

Nothing to report.

14. **Building Committee (Teacherage) Report**

Branson explained a proposal that will be submitted to the building committee. Mr. Ogawa found a piece of property close to Touko grocery store, and the architect Mr. Takahashi has proposed a 10-story building with

two 107 m² on the two bottom floors and eight 60 m² meter apartments on top. The cost would be about US \$1,000,000.

15. Vision Planning

Vision planning is now in the hands of the parents' discussion group.

16. Review of meeting

The meeting was efficient.

17. Time and Place of next meetings:

The next board meeting will be held on December 20 (Monday) at 18:00.

18. Adjourn meeting

Branson adjourned the meeting at 20:13.

For reference:

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.

HIS Vision Statement: to be in place this school year. Executive Board Goals for 2010-2011

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.)

Executive Board Goals for 2009-2010 (last school year)

1. Ensure that teachers develop a language arts curriculum that aligns agreed standards, assessment, and instructional practice. 2. Raise the HIS community's awareness that the alignment of activities with the school's mission statement and curriculum is a priority. 3. Examine and create contingencies for future HIS facilities. 4. Review and update Executive Board policies. 5. Investigate the possibility of starting a satellite school in Niseko

Board Roles

Chair Vice-chair Secretary Treasurer Personnel

Viljoen Johnson Yonesaka (to be decided) Lyons

(2011-2012 Katayama)

Standing Committees (Four committees required by by-law, first person listed is chair) a. Finance Committee (Midorikawa, Branson, Ratzliff, Shalfeieff, Kashiwabara, Nakagawa & ExB member) b. School Improvement Committee [Future Planning Committee] (Ratzliff, Branson, Viljoen, Yonesaka, Katayama, Johnson, Hisada, Deelstra, Gamarra, DeForest, Yamada Risa [12th grade], Mizuno Hikari [11th grade]) c. Personnel and Curriculum Committee (Lyons, Johnson, Branson) d. Buildings and Grounds Committee (Branson, Kaufman, Lyons, Ogawa, Burrows, Nikels)

Last year: Other Committees (First person listed is chair) e. Fundraising and Marketing Committee (Kaufman, Branson, Ikeda, T. 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)

Item for HEx:

At the Nov. 29th Executive Board meeting, Barry Ratzliff and Karen Katayama reported on the 2010 EARCOS conference. This year, the conference focused on examining educational trends worldwide, including the following:

- Using data-informed assessment to maximize high achievement.
- Developing the 21st century soft skills of creativity, tolerance, and global awareness.
- Meeting the personal needs of students through a curriculum that responds to cultural, gender, and other issues.

It is very encouraging to know that HIS is already working on these areas.

Minutes by Yonesaka (11/30/2010)

■ Proofread by Johnson (12/01/2010)