

Minutes of the 2010–2011 HIS Executive Board Meeting #9
May 30, 2011, (Monday) at HIS at 17:00

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

Members absent: none

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

1. Call meeting to order

Viljoen called the meeting to order at 17:02.

2. Approve agenda (2011.05.30_1_agenda.pdf)

The agenda was approved.

3. Approve and sign minutes of May 2 meeting (2011.5.30_2_minutes_May_2.pdf)

Minutes were approved with a change (time of the BofC meeting should be 19:00 instead of 22:00) and signed.

4. The Chairperson, Head, Principal, and Treasurer's Reports will be given at the BofC meeting.

5. Auditor's Report: Hard copy dated May 30, 2011, submitted by Shouji Toma and Akira Hasegawa

Dr. Toma provided a six-page auditor's report, hard copy only. He also provided copies of the CIF and Maintenance Fund Policies. In item 3 of page 1 of the report, Dr. Toma voiced concerns about the operations of the policies of the CIF and HIS Maintenance Fund. Dr. Toma was under the understanding that for the CIF there has not been an active CIF committee as called for in Section 4 "Administration" of the CIF; however, Viljoen noted that as outlined in Section 4, item A: the standing CIF committee is composed of the treasurer of the ExB, the chair of the ExB, the head of school, and any other persons approved by the ExB. Yonesaka stated she believed that she was such an approved member. The motion approved by the ExB to edit the wording of the CIF policy to be brought this day to the BofC meeting for approval is an example of the ExB fulfilling their responsibility of administrating the CIF in accordance to the Policy, as stated in Section 4, item A: "The CIF committee shall have the ExB review this document periodically to ensure its continued relevance and to make changes as new conditions dictate."

Also concerning item 3 of the auditor's report, Branson explained that there is no investment fund connected with the Maintenance Fund. The Fund has been held in cash in accordance with the HIS Maintenance Fund Policy Section 3 "Investment Philosophy and Financial Objectives," item C: "...the Finance Committee will decide whether to reinvest the funds or to hold cash, as appropriate based on the foreseeable maintenance needs."

After discussion of items 4, 5, and 6, Dr. Toma decided to delete page 1 from his report as the ExB was able to meet his concerns with clear explanations.

Concerning pages 2 and 3 of the report, the concept of depreciation of the school building was again discussed and its relation to the CIF. Pages 4 and 5 of the report provided graphs to illustrate how the CIF needs to be covered by the CIF: Figures 1, 2 and 3. For further discussion see the BofC May 30, 2011, minutes, items 10 and 17.

6. Results of the 2011 Executive Board Self-Evaluation (2011.5.30_3_ExB_Self-Eval_May2011.pdf)

- Yonesaka presented the results of the 2011 ExB self-evaluation. She noted the 2011 version of the form produced more reliable results than the 2010 version. Board members continue to see the Board's Policy Role and Community Relationships as its weakest areas; however, the Policy Role has improved. Board members feel they have held steady or made improvements in all areas, except for the Board relationship with the head and with staff & personnel, which are slightly less than the 2010 results. The Board feels that meetings continue to be run well and that Board members have even better working relationships than the year before. The Board also assesses its relationship to financial management as improving positively.
- There are fewer "I don't know responses" than the previous year.
- Concerning item 35 "The board has set up channels for the complaints of employees to be heard and addressed": this channel was explained to be the annual ExB meeting with the faculty as well as a function of the Personnel Committee chair.
- Yonesaka finally noted that the lowest rated item, ExB Policy was just addressed in the revision of the ExB Strategic Policies.
- Yonesaka also included a very useful and valuable tool for the Board in the ExB Self-Improvement Action Plan on the final page of the self-evaluation report. See the discussion in item 8.
- The Board thanked Yonesaka for all her hard work in compiling the data and creating the graphs for this year's Board Self-Evaluation and for the additional Action Plan.

7. Head Evaluation (2011.5.30_4_ExB_HeadEvaluation.pdf)

- The Board formally evaluated the head's performance this executive session. The evaluation form will be written up by Viljoen and then will be sent to ExB members for review before being filed in the head's personnel file.
- Viljoen will also compose a formal thank you letter for Branson from the Board.

8. Accept Revised Executive Board Strategic Policies (2011.5.30_5_ExB_StrategicPolicies_May30.pdf)

Branson made recommendations for a revision of the Strategic Policies. Yonesaka recorded the new revisions.

- ❖ Branson moved, Viljoen seconded, the motion to accept the strategic policies with the new revisions.
- ❖ The motion was unanimously approved.

The accepted version will be sent to the BfoC.

The Board expressed great thanks to Lyons and Yonesaka for their diligent and painstaking work in revising the Board Strategic Policies.

•Self-Improvement Action Plan: (page 4 of ExB self-evaluation results report)

The Action Plan is two fold, the first of its goals being to finalize and begin implementing the ExB Strategic Policy and, the second, to develop Board-community communications and relations. Indicators of success for the former will be that all items in the Strategic Policy are in place or in progress by the time of the WASC assessment. Indicators of success for the later will be a higher score in the self-evaluation in 2012 on this section. The Board thanked Yonesaka for her thoughtfully prepared Action Plan that will be of aid in helping to keep us on track for the 2011–2012 year.

9. Accept Head Goals for 2011–2012 (Included in BofC packet: 2011-05-30_7_BC_HeadGoals.pdf)

- (1) Continue to plan and lead the opening of the Hokkaido International School, Niseko School, in cooperation with Niseko Township.
 - (2) With the new site coordinator, lead the school through its accreditation visit in April of 2012 with the intent of receiving a minimum of a three-year accreditation term with an extension revisit.
 - (3) In cooperation with the Building Committee, find a solution for teacher housing that meets, to the best of our contextual ability, the housing standards of our internationally hired teachers.
 - (4) Lead the implementation of a Danielson framework-based professional coaching and evaluation process that will effectively support ongoing clarity with professional development at an individual and institutional level.
 - (5) Complete a clear plan to establish a multi-aged elementary and middle school (grades 6–8) program and a secondary program that is multi-aged, grades 9–10 and 11–12.
- ❖ Viljoen moved, Yonesaka seconded, the motion to accept the Head Goals for 2011–2012.
 - ❖ The motion was unanimously approved.

10. Report from Teacherage Building Committee:

- Kaufman reported that Takugin Bank may be willing to set up a loan for the Teacherage, similar to the HIS land purchase loan payment system, and Takugin Bank also has connections for real estate in the sought for area.
- Branson said that the motions set before the BofC should not be changed, and if they are passed then the discussion of using a loan or not can be brought up at a later stage. All agreed that the motions should stand as they are stated in the BofC packet.

11. HIS Niseko Campus:

Ratzliff reported that the revised application has been sent to the Private Schools Divisions Committee of the Hokkaido government that will meet at the end of June. Niseko has drafted a contract with HIS, and they will begin renovating the building. The HIS lawyer is looking at the contract to ensure that HIS has a way out if student numbers at the school drop below what is anticipated. In November there will be another approval process. Nakagawa and Abe have done a lot work for HIS during this application phase process, and the Board is very grateful for their tireless work on the school's behalf in this matter.

12. Report from the May Fundraising Committee: Golf Tournament

Ikeda reported that 28 people attended this event. The event was great and 45,000 yen was made. Ikeda expressed regret that there was not enough involvement by the HIS community in this fundraising event, as most that attended were friends and associates of Ikeda, not HIS stakeholders. Ikeda thanked Dr. Toma as one of the few exceptions. The Board thanked Ikeda for his efforts in the May fundraising event.

13. PR and Scholarships: Future development? Tabled.

14. Head Transition

Head transition is proceeding according to plan.

15. Review of meeting: The meeting was productive and an efficient use of the limited time.

16. Time and Place of upcoming meetings

June 20 (Monday) at 18:00; followed by a farewell dinner for the Bransons.

July – no meeting

August 29 (Monday) at 16:30; followed by supper with faculty

(Afternoon new board members orientation led by Viljoen and Johnson.)

Date for next BofC meeting: October 17 at 17:00 (the 24th is not good and 31st is EARCOS)

Viljoen reminded Board members of the upcoming Griot concert on Saturday and the 12th grade graduation on the following Monday and that attendance at both events would be highly appreciated. Viljoen asked Board members if at all possible to please stay on for the BofC meeting. All ExB members were present at the BofC meeting.

17. Adjourn meeting

Viljoen moved to adjourn the meeting at 18:48. The motion was approved.

Item for *HEx*:

On May 30, both the Executive Board and the Board of Councilors met (for a total of five hours). Both of these meetings were very important for the growth and standards of Hokkaido International School.

Executive Board Meeting

The Board reviewed the results of their own self-evaluation and conducted the annual head of school evaluation. The Board also accepted the revised Executive Board Strategic Policies and adopted a challenging Executive Board Self-Improvement Action Plan that will help to keep the board on track during the coming school year. In order to improve the Executive Board's communication with the wider HIS community, an Executive Board information board will be placed at the entrance of the school to let everyone know more clearly who we are and what we do. Please look for this bulletin board in August on the opening day of school! The Board accepted the Head of School Goals from Barry Ratzliff for the 2011–2012 school year. These goals include opening the HIS Niseko campus in cooperation with Niseko Township, leading the school through its accreditation process with a WASC (Western Association of Schools and Colleges) visit in April 2012, and finding a solution for adequate teacher housing.

Board of Councilors Meeting

This board accepted the Budget and Nomination Slates for the two boards for the following 2011–2012 school year. Newly elected to serve on the Executive Board are Mark Rubiner and Yukiko Kanai. For the Board of Councilors, new members are Ken Louis Tobe, Andrew Roe, and Kyoko Senzai. Welcome! We greatly appreciate your willingness to serve the HIS community in this way. The present accommodations for HIS teachers is no longer habitable and the Board of Councilors granted permission to the Executive Board to build new teacher accommodations. The money for this project will not come from tuition but will be taken from and gradually returned to the Capital Improvement Fund.

Minutes by Katayama (2011/06/07)

Proofread by Viljoen (2011/06/08)