

Minutes of the 2013–2014 HIS Executive Board Meeting #4

2013 November 30 (Saturday) 09:00 en route to HIS Niseko

Members present: Carlton Benson, Karen Katayama, Phred Kaufman, John Lazirko, Teiji Midorikawa, Paul Nickel, Barry Ratzliff, Mark Rubiner, and Monica Tsubaki.

Members absent: none

Guests present: 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

Nikel called the meeting to order at 09:46. We have a quorum.

2. Approve agenda (2013-11-30_1_Agenda.pdf)

Add item to Agenda

The agenda was approved.

3. Approve and sign minutes of 2013 October 19 meeting (2013-11-30_2_2013-10-19_ExB_min.pdf)

Minutes will be approved and signed in December for October and November.

4. Matters/discussion arising out of the minutes

None.

5. Chairperson's Report (2013-11-30_3_Chair.pdf) Nikel

November 23, 2013

As I begin to compose this November report, I realize how quickly we are now into this 2013-2014 school year. I am happy to report I am now beginning to feel more comfortable in the Board Chair position. (Preparing the reports and agenda is not as 'daunting' a task as it used to be).

November has been busy with many rewarding moments, and some challenges, but every chance I have to interact with the Board, the staff and the students of HIS I come away more excited and energetic about the school and our future. I am very grateful to be working with a wonderful group of people.

EARCOS

I was honored to attend the EARCOS (East Asian Regional Council of Overseas Schools) conference together with Barry from October 29th to November 3rd in Bangkok Thailand.

As a representative of the board this was a fantastic experience and allowed me to see first hand the power of Professional Development.

Naturally the seminars were interesting and informative, although at times the subject matter was very technical in nature. It was very interesting to observe other participants (Board Chairs, Heads, Principals, Administrators, etc) interact, introduce themselves, exchange ideas, problems, concerns and experiences.

I feel this is the source of the power that collaboration these PD events provide. They are a great way for our school professionals to learn and share new ideas, interact with their peers, feel good about them and generally put a bounce in their step.

I firmly support our HIS efforts to promote and support our teachers through Professional Development.

Furthermore, in so far as the HIS budget permits it, I am a strong proponent of encouraging one member of the board to attend the EARCOS conference every year. We can discuss this further down the line but I think it would be a great way to support Professional Development within our own board and spreading the good word about Hokkaido. I found that people's eyes generally lit up when they saw we were from Hokkaido and there is very positive name recognition.

EXECUTIVE BOARD and FACULTY MEETING

Thank you to fellow board members that were able to meet with the teachers on Thursday November 14th. Previous to this meeting I briefly met with the Niseko teachers on Tuesday November 12th. The Niseko meeting was not a Board and Teachers meeting per se but I was able to listen to some of their ideas at this time as well.

In short, the teachers raised some very interesting and important topics that we should give due consideration. Below are several of the subjects and topics that were reviewed. There were a few other items discussed but I need to conduct some background research before noting them in my next report.

Teacher – Board Representative

- Teachers introduced the idea of possibly having a teacher representative to interact regularly with a board member, listen to their concerns and to facilitate increased communication between teachers and the board.

Curriculum

- Although the faculty understood our school budget limitations, there was robust conversation about having a curriculum coordinator. There was further discussion and understanding that we have come a significant distance in curriculum development in the past several years.

Accommodation for Niseko Teachers during Sapporo PD

- Niseko teachers expressed their hope to have 'hotel' accommodation covered by HIS in the case whereby the need to come to Sapporo and stay overnight. On one previous occasion a HIS teacher slept in the dormitory and found it particularly uncomfortable.

NOVEMBER BOARD MEETING IN NISEKO

One challenge we face together is creating the correct formula to maximize success in Niseko. The upcoming November 30th meeting will be a great step forward to creating the correct equation that will lead to a successful and stable campus. Barry and I prepared several questions for discussion during the meeting and I have included them as an attachment into this packet. We feel these questions will ensure we keep the meeting on track and moving towards a common goal.

The challenges noted above are all in line with our responsibilities to ensure good governance and ensure stability in our school all while planning for the future.

I look forward to seeing everyone on the bus Saturday morning and conducting possibly the first ever HIS Executive Board meeting in transit.

Sincerely,

Paul

HIS Board Chair, 2013-2014

Executive Board Discussion:

Paul proposed that instead of 11 meetings a year, 9 meetings a year that are longer in time might be considered. Perhaps the June and August meeting could be cut.

In December we will discuss more in depth the issues brought up at the board and faculty meeting.

6. Head of School's Report (2013-11-30_4_Head.pdf) Ratzliff

Head of School Report to the Executive Board

October 19, 2013

Enrollment: HIS current enrollment: 196 // Niseko Enrollment 10

Organization for Student Learning:

A1 School Purpose

- Posters bearing the new school learning outcomes, the HUSKIES, were printed for all major spaces in the school and A4 versions sent home to all families.
- Homeroom and classroom focus on the Huskies continues across the school. November's focus is on the H of the HUSKIES: Honest and learners and leaders... Each month will focus on a successive HUSKY until the end of the year.

A2 Governance

- Paul and my training day with Marc Frankel during EARCOS, was of immense help. We look forward to sharing some of what we learned.
- I believe the Board should discuss it's relationship (and mechanisms of relationship) to the school community and school professional staff by studying the WASC Governance Criterion of the WASC Protocol.

A3 School Leadership

- Staff involvement has been high this month now that our MAP Testing results came through. Shannon Koga and Meg Roe shared responsibility for analyzing, collating and reporting on our data information. The Curriculum Committee determined the process by which we will follow up on data results to address student learning needs. Wednesday Late Start sessions (Nov. 20th) focused on sharing out the instructional load in addressing specific targets that emerged from the testing.

A4 Staff

- Reporting Student Progress: I asked Shannon Koga and Sarah Noye to provide support to our new(er) ELL teachers. They will shadow teachers and model instruction as part of the PD support.
- Professional Development (see note below in B2)
- Hired Positions for 2014~15:
 - Kevin Pape of Abuja American School (Nigeria) will fill the open MP1 position. Kevin comes with Special Education and Grade 1 experience in his background.
 - Silvia Pacio of Abuja American School (Nigeria) will fill the open ELL position & coordinator a learning support team here at HIS next year (Sarah Noye is leaving). Silvia comes with Special Education, psychology and classroom experience.
 - Ashlee Speirs, Australian, currently teaching in South American, will be the new EY teacher.
- Hiring for 2014~15:
 - Physical Education: Makoto Kosaka is leaving HIS and will seek employment in Florida. Candidates are under consideration.
 - High School English: Kris Kosaka is leaving HIS and will seek employment in Florida. Candidates are under consideration.

A5 School Environment

- I commend the work of Dan, Ethan Salter and other involved teachers who addressed a student alcohol incident along with other efforts made to support students who are struggling personally or academically. HIS is a place where student needs are met.

A6 Student Progress

- Relevant staff will be presenting to parents on Dec. 2nd on the MAP testing results for this fall. Finally, with 3 years of data, we have results that we can use. This will be a general information session and give a broad-stroke comparison how our students compare to international school norms and how we as a school intend to address identified needs. A second test will be administered in the spring to provide comparative data. These results will be shared individually with parents.

A7 School Improvement

- No Updates

Curriculum, Instruction and Assessment

B1 What Students Learn

- The Curriculum Committee decided to adopt the Common Core as the Language Arts curriculum of the school. Instructional materials used in the elementary already align to the Common Core Standards. Math standards will also be adopted from the Common Core and technology instruction will be driven by Common Core standards.

B2 How Students Learn

- Professional Development: While at EARCOS, I asked Bill and Ochan Powell (well known Professional Development providers in the EARCOS region) to come to HIS on January 13 ~ 14 (2015) to provide professional development in Metacognition and Differentiation. We look forward to welcoming the Powells back to HIS.

B3 Assessment

- {see above note on the assessment data}

Support for Student Personal and Academic Growth

C1 Student Connectedness

- Personalized Student Support -- I appreciate the level of support provided through study hall and individual conferences to intervene on behalf of individual students. Nick Fazio's (learning support) has provided individual attention and planning to support students with specific needs. Alison Manjyome provided counseling to students struggling personal issues.
- My October visit to Rangsit Baby's Home outside of Bangkok helped me to better understand how we can develop our annual senior's service trip. I am working with Ethan Salter (Senior HR advisor) and a Thai student to communicate further with the orphanage and clarify the senior's spring trip to Thailand.

C2 Parent/Community Involvement

- Dr. Naomi (Canadian/Korean w/ roots in Sapporo) came to lecture on immigration in the HS history class.
- Several students interested in medical careers attended an after-school series of lecture w/ Yoko Tsukuba and then went on a field study to Yubari to meet doctors and patients. We thanks Ms. Tsukuba for her time and effort. One student described the home visits he attended with a doctor as "...life changing".

Resource Management and Development

D1 Resources Criterion

- AdHOC has placed its finances under the administration of the Business Club and therefore, the school. All school or school related accounts are now monitored by the school.
- Peter Viljoen created transparent account templates through Google that allow homeroom groups and class groups to monitor the balance of fundraised money.

D2 Resource Planning

- John Barton and I will visit with the company that operates Chitose Airport. We are attempting to see how we can get the name of the schools (Niseko and Sapporo) better promoted through the airport.

Personal

- EARCOS was a fantastic means to again gather information on current trends in education and I will be sharing those on to our staff. It was also an excellent chance to network with other school leaders and professional development leaders who can potentially be brought to HIS.

Things to Attend to in (next month):

- Marketing
- Hiring

Things Attended to Since (last month)

- Hiring

Head Goals 2013 - 2014

1. Lead the development of a 3-year master resource plan to clarify and prioritize finances.
 - Winter Break will provide me with the quiet time to complete draft proposal for the Board's consideration.
2. Lead the curriculum committee in creating an articulated and aligned curriculum plan for grades 9 - 10.
 - Progress made here has been immensely valuable. The work made on student achievement places us in a much better position to understand where are strengths and growth areas are and allow us the data from which to make instructional decisions.
3. Lead the staff in developing and implementing an articulated plan to promote broader understanding of the redeveloped school outcomes to the school community.
 - The school has completed the initial introduction of all HUSKIES. Classroom and homeroom teachers are now focusing for a month at a time, on each of the Huskies. Posters were printed and put up across this school and in each classroom. Individual sized HUSKIES posters were created and sent home to each family.
4. Explore how the development and redevelopment of schools programs could be used to effectively attract students to our residential program.
 - Partnering with Hokudai's Modern Japanese Studies Program allows us to move in another marketing direction to advertise our dorm and program as a 'pathway' to the MJSP.
5. Complete the task of and support the reestablishment of a preschool program at HIS Niseko.
 - I am pleased to announce that the preschool program at Niseko now has 3 students. I am considering expanding the program to a full day program next school year.

Executive Board Discussion:

Yutaka Sugino will be leaving HIS next year. He is going to Cairo American International school in Egypt next year. Candidates are under consideration.

7. Principal's Report (2013-10-19_5_Principal.pdf) Reynolds

Principal Report - November 2013

College Fair

We had the first ever college fair with 7 schools attending as well as the US Consulate (Carlton gave information about US colleges). It was a great success and the students and parents who attended found it very informative.

Fall Festival

The Fall Festival was a great success this year and attendance was up from previous years. There was a real community atmosphere and the international theme was well represented by the variety of food booths.

Medical Seminar

Reika Wakabayashi's (6th grade) mother, who is a nurse, has been leading medical seminars at HIS for students interested in a medical career. Four students went to Yubari to visit a seniors home in the morning and spent the afternoon with a doctor doing house calls. The students said the afternoon session was extremely powerful and they learned a lot from the doctor.

Curricular Work

Curricular work continues and the scope and sequence documents and unit plans are on schedule to be completed as on line resources.

8. Niseko Administrator Report (2013-11-30_6_Niseko_Admin.pdf) Koga

Niseko Administrator's Report November 2013

Respectfully submitted
-by Shannon Koga
Acting Administrator

1. On October 25th, we held Parent Teacher Conferences followed by a bbq which went well. It was attended by all families, only two of whom did not stay for the bbq. The groundskeeping that had been planned for the day was rained out, however the students have pulled out the dying plants since then.
2. The Town Hall led Environment tour was attended by all MP1 and 3 students. It was very informative, had student oriented explanation of the Niseko garbage disposal system, and was pretty stinky. Students followed up the tour with thank you notes to the presenters as well as a mini-unit on the damages of pollution in water, in a drama unit.
3. Preschool numbers: As of November 4, second quarter, preschool numbers are at 2. However, a third will join December 2nd, with inquiries coming in.
4. On November 4th, in conjunction with Sapporo Campus, we held an open house and after sending out flyers to 1950 homes
 - a. we had four families visit
 - b. follow up phone calls from one family
 - c. follow up phone calls to other families
5. Our parent coffee and info sessions have closed until after the winter. Parents are now too busy to attend. Our first event in the spring will be to show them videos from the school concerts as the next one is in March and Niseko students will be included in it.
6. Our third read aloud happened on Nov 6th with Mr. Sinclair and MP1 students reading to the public on Nov 6. As well, we had our third international read aloud, with a French version of "The Busy Beaver," read by Niseko resident from Switzerland, Rommy.
7. John Barton and Shannon Koga have had three meetings to further publicize HIS Niseko, particularly in the winter. We have worked together connecting our websites, and all three classes now have websites. MP3 is connected to the official HIS website, the others are in the making. These meetings with John Barton have resulted in plenty of ideas and actions. A video about the students and goings on this fall is completed and will be on view for the board during their visit on Nov. 30th.
8. HIS Niseko is looking forward to Board visit on Nov 30, particularly after the positive meeting with Chairman of the Board on Nov 12th. We hope that they get a great look at what HIS Niseko is all about.
9. Teaching ESL Students in the Mainstream Classroom PD was held in Niseko, guided by Shannon Koga- eleven teachers attended, one additional teacher from previous class, four applied for university credit via SUNY, only 8/12 completed their follow-up homework. The teachers utilized both HIS Niseko Campus and the local Community Center.
10. HIS Niseko is currently promoting Alice in Wonderland, coming to Niseko for production on December 15th.

9. Treasurer report and Financial Matters (Verbal report) Lazirko

The report will be given in December.

10. Marketing Report (Verbal Report) Kaufman

Items discussed:

John Barton met with people of the Chitose Airport Administration to build a relationship there.

Elementary school children numbers are less, how can we better express to the community the benefits of the HIS experience from an early age.

Promoting the strength of not being an IB school, we are allowed to be creative in our programs of music, art and outdoors. This needs to be promoted in the community and to potential families.

The calendar is going as planned.

Need to cultivate more ties with Hokkaido and Sapporo government.

Executive Board Discussion:

Marketing is a very important part of the school's growth. Do we need a full time marketing person?

This conversation will be continued at the December meeting.

*** Due to the nature of the meeting on this bus and taking minutes, no items will be debated nor decided en route. Decision items will be tabled for the December 14 meeting.**

11. Number of Board meetings - Change from 11 to 9 (will require change of Articles)**Executive Board Discussion:**

In lieu of a traditional meeting, use the day for Board Professional Development or to discuss one topic in depth.

What are the best practices for a board? This defines and drives our meetings and perhaps we need to bring in a professional advisor to revisit this question.

Further discussion and decision tabled to the December 14 meeting.

12. Future PD events - Propose one board member per event (if budget permits)

Have combined FC and MC meetings to discuss ideas for increasing the numbers of elementary and reaching out to International families in the Sapporo community with more funding.

Need to correct the misconceptions of HIS in the community.

Executive Board Discussion:

Tabled to the December 14 meeting.

13. Head salary disclosure - Governance professionals propose sharing with Finance Committee Coordinator only.**Executive Board Discussion:**

Tabled to the December 14 meeting.

14. Future conversation: Do we need to recommission the ExB building committee?

In consideration of the need for more dorm space.

One consideration proposed by Mark: Sapporo Guest House is currently unused and close to the school.

15. Meeting at HIS Niseko with Parents and Community Members

- Discussion groups were divided into groups of 4~6.
Each group consisted of at least 1 board member, 1 Niseko teacher or staff member, and 1 parent.
 - Because of the very good turn out of parents, staff and board members, very constructive and engaging conversations were achieved.
 - Shannon Koga took notes of the group responses to each question.

DISCUSSION QUESTIONS

1. Describe a happy student.
2. What is the ideal international school for Niseko?
3. How do we attract the best teachers?
4. How do we attract students?
5. Where are we now?
6. How do we bring HIS Niseko forward to that school?

16. MAP Data Fall 2013: Teacher Feedback and Informed Instruction (MAP_Fall2013_Data.pdf)

17. Items for Future Consideration

- ☼ **Items and reports for the agenda need to be sent to the Chair at least 10 days before the meeting.**

18. Review of meeting and items for next meeting

Will use the on-line survey system to review the meeting. The ability to send this out needs to be shifted from Dan to Paul.

The board visit HIS Niseko school and the discussions with the families was a very important and invaluable experience for all involved.

19. Time and Place of next Board meeting:

All meetings will be held on Saturday afternoon from 15:00 to 17:00 @ HIS Sapporo campus unless otherwise noted

Next Meeting:

5. December 14
6. January 25 (tentative)
7. February 22 (tentative)
8. March 29 (tentative)
9. April 26 (tentative)
10. May 24 (tentative)
11. June 14 (tentative)

20. Adjourn meeting

- ❖ Nickel moved to adjourn the meeting at 10:48. The motion was approved.