

Minutes of the 2013–2014 HIS Executive Board Meeting #10

2014 May 10 (Saturday) 15:00 @ HIS Sapporo

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

Members absent: Carlton Benson

Guests present: Dan Reynolds (principal), Shoji Mitarai (auditor) and Shannon Koga (Niseko administrator).

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

Nickel called the meeting to order at 15:02. We have a quorum.

2. Approve agenda (2014-05-10_1_Agenda.pdf)

The agenda was approved.

3. Approve and sign minutes of 2014 April 26 (2014-04-26_ExB_min.pdf)

April minutes signed.

☒ **Check that all minutes from August to present have been signed by those members who were present.**

4. Matters/discussion arising out of the minutes

None.

5. Chair Report (2014-05-10_2_Chair.pdf) Nickel

Dear Executive Board:

I hope everyone is having a relaxing, albeit cool, Golden Week vacation.

Following Golden Week we will soon be into our Annual Board Workshop and the May meeting to be held on Saturday and Sunday May 10th and 11th.

For the workshop we are very lucky to have Dr. Marc Frankel from Triangle Associates. Marc facilitates governance workshops around the world. Having sat in his seminar during the EARCOS convention, I can attest that it was very informative and interesting.

Marc has prepared his resume and a copy of the workshop agenda for us to review before his arrival. I have attached to the monthly board information packet.

Please note the hours for the workshop:

SATURDAY MAY 9, 2014 – 0900hrs to 1730hrs

SUNDAY MAY 10, 2014 – 0900hrs to 1500hrs.

Coffee and lunch will be provided.

In addition to the Board workshop and study sessions we will be enjoying please note we also have some very serious business to attend to regarding our regular board meeting. In particular, the board needs to adopt a change to our "Strategic Policy F" so that we can better address and prevent sexual abuse. This is very important, as it must subsequently be sent to the Board of Councilors for ratification.

I look forward to seeing everyone on Saturday morning.

Sincerely, Paul

Board Chair

Hokkaido International School 2013-2014

6. Head of School's Report (2014-05-10_3_Head.pdf) Ratzliff

Head of School Report to the Executive Board

May 10, 2014

Enrollment: HIS current enrollment: 194 // Niseko Enrollment 13

CIDF: \$15,264,380

Organization for Student Learning:

A1 School Purpose

- no updates

A2 Governance

- no updates

A3 School Leadership

- no updates

A4 Staff

- no updates

A5 School Environment

• Safe, Clean and Orderly Environment

- Cases of sexual abuse have emerged at several international schools (see included links in your packet) and are prompting all of us to review the measures in place to protect our students from anything of that nature ever happening. HIS' current Strategic Policy F on school environment is almost purely focused on maintaining a safe physical environment and therefore inadequate as it stands.
- At the JCIS heads meeting (April) we received the draft ASIJ policy and procedures / guidelines document that was ASIJ's response to their recent sexual abuse crisis. Using that document, I drafted a suggested change to our current policy and at an administrative, school level I have put together a draft set of procedures and protocols that I would like to implement as rapidly as possible (see included document in your board packet). Teacher input has also been sought but I have not had time to incorporate those changes into a finalized document. I hope to complete this by the end of May.
- I kept Paul and our auditors, Suzanne and Mitarai-sensei, in the loop as I drafted these items. I would, at this point, ask that the Board consider adopting the policy change suggested and seek your thoughts and input on administrative protocols and guidelines.
- My thanks to Paul, Suzanne and Mitarai-sensei for their advice during the drafting.

A6 Student Progress

- no updates

A7 School Improvement

- no updates

Curriculum, Instruction and Assessment

B1 What Students Learn

- no updates

B2 How Students Learn

- no updates

B3 Assessment

- no updates

Support for Student Personal and Academic Growth

C1 Student Connectedness

• Adequate Personalized Support

- I will again verbally update the Board on the case of two of our students.

• School Support Systems

- no updates

C2 Parent/Community Involvement**• Regular Parent Involvement**

- I was very pleased to see the level of parent involvement at our Arts Coffee morning on April 29th (Parent-Teacher-Student Conference day). The senior class raised funds for their up-coming trip to Thailand. I thank Ethan Salter and the seniors for organizing this event.

• Use of Community Resources (*partnerships*)

- no updates

Resource Management and Development**D1 Resources Criterion****• Allocation Decisions**

- no updates

• Practices

- no updates

• Instructional Materials and Equipment

- no updates

• Well-Qualified Staff (hiring, nurturing staff)

- no updates

D2 Resource Planning**• Long-Range Resource Planning**

- no updates

• Marketing Strategies

- no updates

Personal

- Enjoyed a very positive Golden Week(end) with my family in Asahikawa.

Things to Attend to in (next month):

-Marketing (Ongoing)

Things to Attended to since (last month):

-I look forward to sharing, in June or early fall, the deeper understandings of Japanese labour law gained at the presentation of lawyer Thurgood Kannon who presented to JCIS. The Board's understanding of our legal position is essential as we move forward with developing in-house labour agreements. It is also important to know that HIS is ahead of the trend in updating contracts and labour documentation as a result of work completed last school year.

Head Goals 2013 - 2014

1. Lead the development of a 3-year master resource plan to clarify and prioritize finances. (being addressed at the next stage, the budgeting stage for 2014 ~ 15 / at this point, it is time for the next step in the process to be completed jointly with the Finance Committee as I have accomplished as much as needed before logically becoming a part of the FC's work.)
2. Lead the curriculum committee in creating an articulated and aligned curriculum plan for grades 9 - 10. (being addressed.)
3. Lead the staff in developing and implementing an articulated plan to promote broader understanding of the redeveloped school outcomes to the school community. (being completed / largely complete/ Virtues Project workshop is another critical stage in bringing us forward here as a community / With the final installment of the HUSKIES in the HEX in May, this task will be complete.)
4. Explore how the development and redevelopment of schools programs could be used to effectively attract students to our residential program. (Continuing to work with Corinne Diehl. Her guidance could lead us to very concrete and practical steps that have long-term payoff value.)
5. Complete the task of and support the reestablishment of a preschool program at HIS Niseko. (Complete -- However, bettering the EY program remains an area for support.)

Notes from Discussion:

The AP and IB information night was well attended.

7. Principal Report (2014-05-10_4_Niseko.pdf) Reynolds**Principal Report to the Executive Board - May 2014****PTA**

The PTA is planning on hosting a BBQ for the entire HIS community right after ES Sports Day on May 17th. This should be a great community event which will also include Niseko.

Elementary Sports Day

Our annual elementary sports day will be held on May 17th and will run from 9:45am - 3:00pm. It is a fun filled day for the students at the elementary families at HIS.

Arts Coffee House

The Spring Arts Coffee House was a nice idea and something to build off of. The student displays and silent auction were great but attendance was a little low.

HIS Programs (AP/IMYC/IPC) and IB Information Evening

Barry and I will host an information meeting on Thursday, May 8th at 6:00pm to talk about the programs offered at HIS and those offered by the International Baccalaureate Organization.

AP Exams

AP examinations run from May 5 - 16. A big thank you needs to go to Colleen Currie for organizing these exams and the teachers for preparing our students during extra sessions outside of normal class time.

Notes from Discussion:

Strong request for the Executive Board members to attend the BBQ after the Sports Day from 3pm.

8. Niseko Report (2014-05-10_5_Niseko.pdf) Koga**Niseko Administrator's Report May 2014****Respectfully submitted by Shannon Koga - Acting Administrator Niseko**

May brings many busy days to HIS Niseko.

In mid-April, Mrs. Koga met with the head of the Board of Education, proposing a possible connection between the teachers in Niseko. The BoE is very open to and financially willing to promote professional development of its teachers. Mrs. Koga is hoping to encourage discussion on the inclusion of English and differentiated education.

All of the teachers visited Miyata Elementary School on April 30th and we were able to pick up several music and PE pieces that will benefit our students. We received badminton/mini-volley ball nets, balls, several snare and other drums, a large xylophone, and several accordions. Now knowing that we have these resources to work with, we are now looking at both the PE and music curricula to see how we can implement these resources.

On May first MP1 and MP3 visited Sapporo campus to participate in the Big Book Buzz. This was a great opportunity for students and teachers alike to participate in bigger environments.

We begin after Golden week with three days of cultural exchange with Niseko elementary school, concluding the reciprocal agreement for our school year.

The annual Niseko Halloween Festival will be held on October 4th, of which Mrs. Koga is in charge. Advertisements with HIS' logo are already being created. The seniors for next year have already committed to participating in the festival to raise money for their senior trip, as well as they and other individuals in the HIS community have expressed a desire to participate to obtain EIR credits. The festival committee is very pleased with this commitment and has decided to pay the transportation and lunch fees for the students on that day.

Finally, I am happy to announce that we have had an increased number of visits and requests for information about our school. The current consensus is that there are many children who are two years old and under who will be ready to enroll in one and a half years time. We are looking at ways to encourage that by getting those families into the school for a monthly event such as Moms and Tots day.

We are also currently entertaining two possible preschool students and two MP3 students for the fall.

Respectfully submitted, Shannon Koga

Notes from Discussion:

Increased interest in the school from various families. Weekly, people are coming to visit. 4 new students in August will bring the enrollment up to 17. They are Japanese families whose families are fluent in English and some returnees.

9. Treasurer Report and Financial Matters (verbal) Lazirko

Notes from Discussion:

Nothing at this time, will have for the next meeting in May.

10. Marketing Committee (verbal) Kaufman

Notes from Discussion:

Nothing to report at this time.

11. Marketing Proposal Presentation - Corinne Diehl

Corinne has 20 years of communicative strategy experience, as an external and internal consultant for profit and nonprofit organizations. She first helped at HIS by working on the SIC committee as a parent and since has been talking to Barry and Dan and the marketing committee to better communicators and be more strategic about our communication as an institution: to engage in the conversation about who we are and where we want to be. Brand strategy work: communicate better and build better connections within the community. Communication planning. Brand strategy: I want people to know who I am and what I have to offer. Identify their market. From brand strategy to communication strategy. Positioning statement: defines the business, who we are and what we do and how we do it differently and that people know that we do this special and different from our competitors--we are unique. This statement should be durable and last over time in the market place. Articulate what the organization is about. Brand essence is a few words that define who you are. What are the core messages that we want to communicate to our market place? Develop the messages and look at the makeup of our core audiences and then look at the tools that we have to deliver this message. Example, school newsletter. School event is delivered by a school vehicle, class event through the class vehicle. This school is difficult to get the information about, this comes from Corrine as a new parent and family to Sapporo and HIS. Our mission and vision and learning outcomes of the Huskies can be used for our brand message and brand strategy. The project objective would position both campus, Sapporo and Niseko for long term success. Project Plan: step (1) Information gathering and discovery (2) development and validation of positioning statement options that are then tested (3) reworking and refining the statement. Looking for project approval, with that would begin to build the team. The project would be completed by next year spring in time for our WASC accreditation 3 year review.

Notes from Discussion:

We are at a critical turning point that HIS is for the first time having to deal with competition for students. If we have a better ability to communicate our message it triggers positive energy throughout the institution and expands outward. We have the funds in our marketing budget to afford the project that Corrine offers to do at a very reduced price.

12. Strategic Policy F - Sexual Abuse Protocols

The Executive Board's Current Strategic Policy:

F. The facilities and grounds will be maintained and renovated to promote high achievement for all HIS students within the parameters of the School's mission, core values, and standards in a safe, secure and healthy learning environment.

1. The Administration will develop and maintain a campus master plan in line with the school's strategic plan to provide strategic guidelines to the acquisition, disposition, additions and renovations of all new and/or existing land and facilities.
2. The aesthetic integrity of the school will be maintained as far as possible, as will the aim of reducing and maintaining a low environmental footprint.
3. The School's health and safety procedures will ensure a smoke-free, drug-free, and secure environment for students, staff and community.

4. The Administration will maintain a Dormitory Handbook including dormitory health and safety procedures, which is to be reviewed annually by the Board and given to students upon acceptance of his/her application for dormitory residence.
5. The Board will periodically evaluate the School's effectiveness in implementing the campus master plan and emergency response plan.

Proposed Strategic Policy (changes/additions in pink):

F. The **overall school environment; including the school's** facilities and grounds, **which** will be maintained and renovated to **a high standard; will be nurtured to** promote high achievement for all HIS students within the parameters of the School's mission, core values, and standards in a safe, secure and healthy learning environment.

As part of the policy, these procedures and protocols will be met:

- 1. The School's administration will ensure that appropriate protocols, procedures and guidelines exist to sustain a school environment that is free of emotional, physical and sexual abuse.**
2. The Administration will develop and maintain a campus master plan in line with the school's strategic plan to provide strategic guidelines to the acquisition, disposition, additions and renovations of all new and/or existing land and facilities.
3. The aesthetic integrity of the school will be maintained as far as possible, as will the aim of reducing and maintaining a low environmental footprint.
4. The School's health and safety procedures will ensure a smoke-free, drug-free, and secure environment for students, staff and community.
5. The Administration will maintain a Dormitory Handbook including dormitory health and safety procedures, which is to be reviewed annually by the Board and given to students upon acceptance of his/her application for dormitory residence.
6. The Board will periodically evaluate the School's effectiveness in implementing the campus master plan and emergency response plan.

Notes from Discussion:

The protocols will be continued to be refined.

❖ Motion to Adopt Changes to the Strategic Policy F as redrafted

Kaufman moved and Lazirko seconded the motion that the Executive Board adopt changes to the Strategic Policy F as redrafted.

8 members voted for. (Carlton is absent)

0 members voted against.

The motion is passed unanimously.

13. Website Discussion

Notes from Discussion:

Concerning the erroneous information on the anonymous website, questions concerning, parents should be addressed to Dan or Barry directly.

14. Items for Future Consideration

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

15. 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:

11. May 21 (16:30 Wednesday, before the BoC meeting)
12. June 14 (tentative)

16. Adjourn meeting

- ♣ Nikel moved to adjourn the meeting at 17:48. The motion was approved.

Minutes by Katayama (May 2014) Proofread by Nikel (May 2014)