

Minutes of the 2020-2021 HIS Executive Board Meeting #1

August 25, 2020 (Tuesday) 18:30 via Zoom and on campus

Members present: Rodney J Fisher, Karen Katayama, Phred Kaufman, Teiji Midorikawa, Paul Nickel (Zoom), Robert Pickett, Tim Schlosser, David Wakabayashi, Kathleen Riggins (auditor) Mitarai-Sensei (auditor)

Members absent:

Guests present: Neil Cooke (Principal), Barry Mernin (Niseko Administrator/Zoom))

Quorum: Can have meeting without a quorum but cannot vote on anything. Email voting must be signed and sent before the meeting starts to be counted as present. A quorum consists of 2/3 or 6 members.

1. Call the meeting to order

Kaufman called the meeting to order at 18:31. We have a quorum for this meeting.

2. Approve agenda:

The agenda was approved.

3. Approve and sign minutes of June 23, 2020.

Minutes approved and signed.

❖ Decisions made at this meeting:

- **Motion: Kaufman moves and Fisher seconds the motion to create a middle school for Niseko, conditional on the collection of sufficient funds and Executive Board approval of benchmarks created by a Niseko Middle school planning committee.**
- 6 in favor and 1 abstain
- The motion carries; for more information see Item 12.

4. EB Chair's Report

Dear EB Members, August. 25, 2020

First of all I'd like to welcome Tim Schlosser and his Family to H.I.S.

As the Chinese curse goes, we are living in interesting times. After the turbulence of recent years I'm looking forward to a new chapter where the board can do what it's meant to do. We are looking for an additional EB member once the person is decided we will have board training which I hope will guide us into making a set of meaningful and obtainable board goals. Please read the reports and have any question ready. Looking at the world we can't be complacent even with good numbers in Hokkaido. It's still a liquid situation. I'm sure we appreciate the extra considerations our teachers and administration have to weigh every day. I look forward to HIS progressing from these hard times stronger than ever.

Visited Niseko Campus with Tim, well received.

Sincerely yours, Phred Kaufman

Executive Board Chair Hokkaido International School

5. Head of School Report

Head of School Report for August 25, 2020

Enrollment and attendance: Sapporo Campus 162 / Niseko campus 36

Dear Hokkaido International School Executive Board,

It is a pleasure and a privilege to be sharing my first report as Head of School; I am certainly glad to be writing it from Sapporo! On behalf of my whole family, I would again like to express gratitude to Phred Kaufman and to the Executive Board as a whole for continuous support throughout the transition process and immigration challenges. Thank you, also, to Barry Ratzliff for his comprehensive work over the past several months to ensure a smooth transition. It is great to finally be here, and the efforts of HIS leadership and the broader school community have helped to ensure that I enter the position feeling well-prepared to get started.

Of course the 2020-2021 school year begins under very unique circumstances. Over the past few weeks, preparations for a safe re-opening and continued revision of our Covid-19 prevention-related protocols have absorbed much of our attention. I will begin with updates related to that ongoing work, then continue to more general headlines from the past month:

Notes on August re-opening:

- Completed Covid-19 protocol revisions: in consultation with JCIS, Dr. Lomax, and the HIS community, we've completed a variety of updates to our protocols and processes for Covid-19 prevention.
 - Communication with families: via Alma notices, formal letters, and many individual conversations, we have kept families informed of our reopening plans and worked to address their concerns and input.
 - Dormitory: we have given particular focus to updating safety protocols for the dormitory and ensuring that families have a clear understanding of our approach so that they have confidence in sending their students back for the year.
 - Matsuda-Sensei: we worked with Ms. Sumire Matsuda during Orientation week to provide teachers with additional training in supporting students' mental health, and we have expanded our agreement with her to include additional support for students during the year.

General HoS transition and start of year highlights:

- Completed listening session & refinement of focus areas: we solicited additional staff input on HoS areas of focus (culture & trust / student retention / digital footprint / health & safety) for the year and received positive feedback on the process and constructive ideas for the future.
- Teacher Orientation: all new staff arrived on time, and we were able to provide a robust and well-received Orientation week experience.
- Student Council meetings: HoS held early zoom meetings with Student Council leadership to create direct and open avenues of communication between students and administration for use during the school year.
- Educare Child Protection trainings: all teachers completed Educare Child Protection training and have the option of additional online professional development throughout the year.

Looking ahead:

- September 1 pivot: will assess case counts, JCIS / medical guidance, and feedback on current safety protocols at HIS to determine whether it is safe, after this date, to re-open order lunch service, athletics, and after school activities on a limited basis.

- Board training: continuing conversations to set up a meaningful goal-setting / framing session
- WASC work restarting: sending a HIS teacher on a WASC visit this year and continuing work towards established accreditation goals for the year (most recently through an afternoon session with teachers at Orientation).
- Website revisions: will share a proposal with the board for a revamp and relaunch of the school's website before the end of 2020.

I look forward to the input and guidance of the Executive Board with regard to the topics outlined above. I am sure that the year to come will bring many challenges and opportunities; I am grateful to be partnered with all of you in helping to open this exciting next chapter for the school.

- Enjoyed visit to Niseko and appreciated support of the EB.
- Change to Covid-19 policy, temperature and symptom check: working on various ideas and new protocols for learning. 4 important topics discussion concerning: Health and Safety, Digital Footprint, Recruitment and Retention, Climate and Trust.

Sincerely yours,

Tim Schlosser Head of School

6. School Principal Report

HIS Principal's Report - August 2020

Neil Cooke

Teacher Orientation Week

We had a very successful orientation week. Aside from orientation days for new teachers, here are some other main highlights with all staff:

- Session with Matsuda Sensei who provides social and emotional counseling to our students once a month
- Online learning preparation / Creation of online learning hub
- Full staff reading and feedback opportunity (on drafts of certain sections of the mid-cycle WASC report (see below)
- Virtues Project workshop with Sherrie Oda
- Team meetings, collaboration opportunities, planning sessions for various school programs

HIS Annual Report (2019-2020)

I am currently writing and assembling the HIS Annual Report (2019-2020). This will be submitted in advance of the Fall meeting of the Board of Councilors.

WASC / School Improvement

Administration and the curriculum team (in its role as the WASC Leadership Team) will be spending a significant amount of its time this semester revising and completing the Mid-Cycle Report to be submitted in advance of our spring accreditation visit scheduled for either April or May. We are unsure yet in what form this visit will take place - in person or virtual.

During orientation week, the teaching staff had an opportunity to read and make constructive comments on following parts of the initial draft of the Mid-Cycle Report:

II: Significant Changes and Developments

IV: Progress on Critical Areas for Follow-up/Schoolwide Action Plan V: Schoolwide Action Plan Refinements

WASC / School Improvement - Curriculum Review Cycle

The three curriculum review groups will continue their work after falling behind due to Covid-19 building closure. Among the goals these groups will address this year:

- vertical alignment across the school
- ensure common assessment practices / creation of common rubrics
- decisions around common teaching approaches - unit plans
- scope and sequence design format
- housing of curriculum

This year's focus will continue on work what was started last year in the following curricular areas

- Language Arts
- Mathematics
- Community Service and Leadership

Next year, focus is scheduled to switch to:

- Science
- Social Studies
- Other specialist classes and electives

Standardized Testing at HIS - AP PSAT 8-9, PSAT NMSQT, SAT, MAP Testing

I will provide score reporting and analysis throughout the year as available. Full progress summary will be included in the Annual Report.

AP Scores (2020) - Summary score reports for 2020 are available for download and I will include an in-depth analysis in next meeting's report. It should be noted that the results are interesting and in some cases quite unexpected due to the changes in content, structure and administration method.

I am hoping to be able to test both fall and spring MAP sessions this year. Last year, spring testing was cancelled due to school closure for Covid-19.

School events (Fall semester 2020): cross country race will be held, Fall Festival cannot be done safely, Outdoor activities hoping to have, retooled with Covid-19 precautions.

Administration and staff are working together to consider ways in which school events, trips and activities can be "retooled" in such ways so as to allow them to proceed despite Covid-19 (albeit in a different format and structure). More on these decisions in future reports.

- Surveys to go out to student, teachers and parents in sometime in the Fall (perhaps early October).
- Always trying to follow the 3 C's: Avoid closed spaces, crowded places, and Close-contact settings.

7. Niseko Administrator Report

Barry Mernin

Administrator and Seasonal School Coordinator HIS Niseko

August 18, 2020

Greetings from HIS Niseko.

I am very proud of our team as we embark on yet another year of growth at HIS Niseko. This year, our

campus initiatives are: "community well being and development, student retention and striving for academic excellence"

Student Enrollment

As of this writing, I am proud to announce that we have 35 students currently enrolled to begin the school year at HIS Niseko. We have 8 Early Year students, 16 MP1 students and 11 MP3 students. This year, we welcome the Chen, Ryd, Fang-Ono, Ruffato, Golowacz, Pribadi, and Fachin families to our community.

We have 3 students awaiting for Japanese border to open up and two students who are still awaiting admissions processing.

Early Years Teacher: Emily Atkinson

HIS Niseko will have a new Early Years teacher for the 2020-2021 school year.

I am delighted to announce that Ms. Emily Atkinson has completed her teacher certification and will begin her career as our new Early Years Teacher. Emily is a rock solid individual with an extremely impressive work ethic. In her bio, she writes: "Emily Atkinson graduated from the University of Edinburgh with a first class degree in Japanese Studies. During her studies she spent a year abroad studying at Kyoto University where she furthered her proficiency in the Japanese language. Whilst in Kyoto she spent most evenings teaching English to Japanese children which she greatly enjoyed. As a child, Emily had been immersed in a broad assortment of cultures having spent most of her life in Malaysia and further yet having been brought up by a mother who is Japanese and a father who is British. Emily has always been naturally drawn to working with children." Emily Atkinson is a highly proficient, award-winning painter, a former football captain, and has a black belt in Taekwondo.

Part Time Music Teacher: Hiroki Hoshino. I am delighted to announce that HIS Niseko will have, for the first time, a proper music instructor. Mr. Hiroki Hoshino is a highly decorated jazz musician and tutor. I hired Hiroki back in February to start a music choir for elementary school. Alas, In his latest email to me, Hiroki writes: "I've done some research re: choir, and like predicted, there doesn't seem a safe way to run a traditional choir because of increased droplets/aerosols produced (save for outdoor rehearsing like you suggested or over Zoom, but they come with impracticalities!). But I stumbled across an interesting idea (bare with me!), how about a "humming" choir? I am thinking, on top of the usual masks + 6-feet distancing, no open-mouth singing from kids, save for some soft spoken things, and I will sing only occasionally to demonstrate some things. Performance songs at concerts can be hummed! Could be fun and a unique experience? Let me know if this sounds okay to you...otherwise happy to cut the choir idea altogether! If you have some time tomorrow, I am happy to briefly meet to see how feasible it is."

I think that Hiroki is going to be a perfect addition to our school.

Locals Only Seasonal School 2020

This year, we were coerced into hosting a seasonal school for local area children. Limiting the spread of COVID-19 was our school's only priority. No residents outside of Niseko, Kutchan, Rankoshi or Niseko were allowed to enroll. I am grateful that we were able to employ two fantastic teachers, as well as a very reliable administrative assistant. I am grateful that the school did not operate at a loss. I am, of course, grateful that some local kids got to have fun at our campus.

Click here for photos of the 2020 Locals Only Seasonal School. https://photos.google.com/share/AF1QipO_nTWb3BpLLKOilp-FZ7NgKciRH-uYeYUK0F2loYE_UAtCXjRZFo53G4yP9Rvj4w?key=RjR3SG9SaWFvZmpBZkp5T1R3NHfkbFISMmxqZ2JR

Facebook followers: HIS Niseko currently has 531 Facebook followers.

- Really appreciated that Tim and Phred were present at the Niseko Campus Opening day.

8. Treasurer's Report

HIS Treasurer Report August 19, 2020

1. June 2020 Financial Report

Due to Covid-19, the HIS Financial Report did not receive the June 2020 Financial Report from Ikeda Accounting (IA) until August 18th.

- It will be reviewed by the HIS Finance Committee at the first meeting and sent out to the Executive Board immediately following via email.

2. July 2020 Financial Report

- Ikeda Accounting will have the July report ready to present in October 2020.

3. Financial Committee Meeting August 2020

- From August 1, 2020 - the HIS Financial Committee has not yet held a meeting.

The meeting date will be established at the time of the first Executive Board meeting, August 25, 2020.

4. Harris Fund/CIDF

As of July 31, 2020, the Harris fund supervised total (CIDF) is \$ 17,666,608.51 USD or 1,863,791,865 JPY (@ August 19, 2020 exch. rates).

9. Board Goals - Late September will do EB training provided by the State Department, then at that time decide our EB Goals.

10. Dorm Renovations update

- Photos shared to EB members in the packet for this meeting. Very well done; looks great!

11. Covid-19 plans

- September 1st will decide if we can do lunches and after school activities.
- See also notes on item 6.

12. Niseko plans

- EB committee concerning opening a Middle School in Niseko
- Rob's slide presentation about Middle School for Niseko: Exit Plan – Key Actions
- - Action 1: Establish a committee (Head, Niseko Admin, EB Members) to set benchmarks for the MS to achieve, detail exit actions if needed based on benchmarks not achieved. (Sept 2020)

- - Action 2: Define the benchmarks (Head, Niseko Admin, EB Members) for monitoring and detailing exiting if bench marks not achieved. The financial sustainability and number of students – (Mar 2021)
 - Action 3: Review benchmarks and determine action, after 1st or 2nd year of schools operations. – (Jun 2022 or Jun 23)
- Next step is to collect money from donors who have promised to pay once the Middle School Plans are finalized.
- ❖ **Motion: Kaufman moves and Fisher seconds the motion to create a middle school for Niseko, conditional on the collection of sufficient funds and Executive Board approval of benchmarks created by a Niseko Middle school planning committee.**
- 6 in favor, 1 abstain

13. Planned website renovation

- **Final site** prospective firm to renew our website, other possibilities are being considered as well.
- Questions by David and Roy about the company, Tim will find out and report at the next meeting.

14. EB Committees

Finance Committee: Treasurer Nickel, Fisher, Kaufman, Schlosser

Nominating Committee: Kaufman, Riggins, Katayama, and Nickel

Document Vault Committee: Katayama, Schlosser

Financial Assistance Committee: Schlosser, Pickett, Kaufman

Building and Maintenance Committee: Pickett, Midorikawa, Schlosser

Niseko Middle School Committee: Fisher, Mernin, Schlosser, Nickel, Kaufman; also input from Parents, from Niseko Fundraising Committee, and ideas from Mernin.

Not yet decided:

- **Strategic Planning Committee**
- **Labor Relations Committee**
- **Marketing and Development Committee: Fundraising and new Website**

15. Taking of the minutes

Will be discussed at Board Training

16. Future meeting scheduling: 6 meetings this year

Last Tuesday of every other month.

Board Training at the end of September.

Committees meet on the off month; then are able to prepare reports to present to EB regular meeting.

17. Time and Place of next meeting

- **Tuesday, October 27th, 2020**

18. Adjourn the meeting at 20:45

Minutes by Karen Katayama EB Secretary: August 25, 2020