

Minutes of the 2021-2022 HIS Executive Board Meeting #1

August 24, 2021 (Tuesday) 18:30 via Zoom

Members present: Rodney J Fisher, Nick Holywell, Karen Katayama, Phred Kaufman, Beau Miller, Tim Schlosser, Kathleen Riggins, Mitarai-Sensei (auditor)

Members absent: Paul Nikel (auditor)

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

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.

Opening:

1. Call the meeting to order

Kaufman called the meeting to order at 18:34. We have a quorum for this meeting.

2. Approve agenda:

The agenda was approved.

3. Approve and sign minutes of June 29, 2021.

Amended Minutes approved by motion by Kaufman and Katayama seconded; approved by all EB members by a show of hands via Zoom.

Reports:

4. EB Chair's Report: August 24, 2021

- Chair's Report received, included in the EB packet (Phred Kaufman)

5. Head of School Report: August 24, 2021

- Head of School's report received, included in the EB packet (Tim Schlosser)

6. Sapporo Principal Report: August 24, 2021

- Sapporo Principal report received, included in the EB packet (Neil Cooke).

7. Niseko Administrator's Report: August 24, 2021

- Niseko Administer's report received, included in the EB packet (Barry Mernin)

8. Treasurer's Report: August 24, 2021

- No report this month

9. Auditors Report: August 24, 2021

- Signed by the Auditors: the financial report concluded that the school finances are in order.

Discussion Items:

10. Confirming new EB member

- Visual review of resume
- Notes from the nominating committee
- Confirmation vote

*** Kaufman motions and Katayama seconds the motion that the Executive Board approves Jeffrey Strong as a new member of the EB, his term beginning at the next EB meeting.**

 **all in favor**

- The motion is passed.

11. EB roles and committees for 2021-2022 school year

Committees (not ratified or complete):

Finance Committee: Kathleen Riggins, Rod Fisher, Phred Kaufman, Tim Schlosser (Paul Nickel—consultant)

Staff contracts & working rules: Tim Schlosser, Nick Holywell, Phred Kaufman

Building & Grounds (including Niseko future planning): Rod Fisher, Phred Kaufman, Tim Schlosser, Paul Nickel

Husky Legacy Association committee: Mitarai-sensei, Phred Kaufman, Beau Miller, Tim Schlosser (possible additional staff outside of EB membership: Teiji Midorikawa, Ken Tobe, Eri Kashiwabara, high school students, etc...)

Marketing & Fundraising: Phred Kaufman, Mitarai-sensei, Beau Miller, Tim Schlosser

Strategic Plan: all EB members are in this committee, later a steering committee will be formed

EB / BOC Nomination Committee: Karen Katayama, Paul Nickel, Kathleen Riggins, Phred Kaufman

- When seeking new members to each board, more diversity of membership should be a consideration.

Financial Aid Committee: US Consul representative—Beau Miller, HoS—Tim Schlosser, Board Chair—Phred Kaufman.

Role changes:

Kathleen Riggins steps up to be an EB member

Kathleen Riggins assumes the role of **Treasurer**

Paul Nickel steps down, assumes the role of **Auditor**

Also welcoming Beau Miller, as our new representative from the US Consulate

Jeff Strong new EB member confirmed

Continuation of Roles:

Phred Kaufman as **Executive Board Chair**

Karen Katayama as **Secretary**

12. Upcoming EB training (Dr. Frankel, L&L)

13. Strategic plan draft: August 24, 2021

- Strategic Plan HIS 2021.pdf, included in the EB packet

14. Pandemic / Delta Variant

- August 2021 Pandemic letter.pdf; included in the EB packet

*** Kaufman motions and Schlosser seconds that the EB approves the Administration policy towards the Covid-19 temporarily allowing all students outside the country (regardless of exact immigration restriction status) to participate in online instruction for the time being, until vaccination access improves. Also allow online instruction for students in quarantine for Covid-19 prevention reasons (to the extent possible—acknowledging difficulties at the elementary level)**

 **all in favor**

- The motion is passed.

15. Update on Elementary i-Pads: Should be delivered in the first half of September, the delay problem is connected to a pandemic-related global microchip shortage.

- Document included in EB packet: i-Pads update.pdf

16. Parent Code of Conduct

- Document included in EB packet: HIS Parent Code of Conduct.pdf

*** Riggins motions and Miller seconds that the Executive Board of Hokkaido International School endorses the 21-22 HIS Parent Code of Conduct as currently written (noting that we will continue to review & improve over time)**

 **all in favor**

- The motion is passed.
- ❖ Other documents included in this EB meeting pack: STAFF Orientation August 2021-2-2.pdf

Closing:

18. Review of meeting: good meeting, much was accomplished

19. Time and Place of next meeting:

- October 12, 2021 at 18:30.

20. The meeting was adjourned at 20:39.

Minutes by Karen Katayama EB Secretary: August 24, 2021