

Minutes of the 2022-2023 HIS Executive Board Meeting #5

April 25, 2023 (Tuesday) 18:30 via Zoom

Members present: Nick Holywell, Karen Katayama, Phred Kaufman, Tim Schlosser, Jeffery Strong, Beau Miller, Kathleen Riggins, Mitarai-Sensei (auditor) Paul Nickel (auditor)

Members absent:

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

Quorum: We 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.

We have a quorum for this meeting

Opening:

1. Call the meeting to order

Kaufman called the meeting to order at 18:30. We have a quorum for this meeting.

2. Approve agenda:

The agenda was approved by a show of hands via Zoom.

3. Approve minutes of the February 16, 2023 meeting:

Approved by all EB members by a show of hands via Zoom.

Need to Upload: [October 26th (Paul took minutes)#2] and [January 18th (Paul took minutes)#3]

Reports:

4. EB Chair's Report: April 25, 2023

- Chair's Report received, included in the EB Google Doc. packet (Phred Kaufman)
- July 14, 15, and 16th.

5. Head of School Report: April 25, 2023

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

6. HIS Sapporo Principal Report: April 25, 2023

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

7. Niseko Principal Report: April 25, 2023

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

8. Treasurer's Report: April 25, 2023

- Treasurer's report received, included in the included in the EB Google Doc. packet (Kathleen Riggins)

Discussion Items:

9. BBB Festival

10. Building and Grounds committee

Kaufman motions and Riggins seconds the motion to approve the architectural quote from Endo Atelier and move forward with the renovation planning projection as submitted and reviewed through a transparent bidding process

all in favor

paul abstains

11. Confirm 23-24 tuition

Kaufman motions and Riggins seconds to approve the 2023-2024 tuition & fees for the Sapporo and Niseko campuses as proposed by the Finance Committee.

all in favor

12. Confirm 23-24 compensation

Nikel motions and Holywell seconds: The Executive Board approves Finance Committee recommendations pertaining to staff compensation for the 2023-2024 school year.

13. Budgets for 2023-2024:

Strong motions and Miller seconds for the Executive Board to provide approval in principle to move forward with draft 2023-2024 budgets as submitted, pending final versions to be shared later in the Spring. Time-sensitive ordering may begin now.

14. Hiring wrap up & overview

15. Summer School at HIS

16. School meals bar riggins

Motion: In line with the HIS commitment to sustainability outlined in our school strategic plan, the Executive Board supports efforts by school administration to explore options for school lunch that fit those values, including additional vegetarian options for students. Beau Miller motions and Kathleen Riggins seconds.

all in favor

Closing:

17. Review of meeting: very productive meeting, much was discussed, great input, great turnout.

18. Time and Place of next meeting:

June 21st #6 Zoom 18:30

19. The meeting was adjourned at 20:30.

Minutes by Karen Katayama EB Secretary: , 2023