

**2023-2024**

**HIS Executive Board Meeting #3**

**December 13 2023 (Wednesday) 16:00 (In Person)**

**Members present:**

Phred Kaufman - **Chair**

Paul Nikel - **Treasurer**

Nick Holywell

Beau Miller

Jeffery Strong

Tim Schlosser - **HoS**

**Members absent:**

Sherrie Oda

Akiko Mega

**Guests present:**

Miterai sensei (Auditor)

Suzanne Yonesaka (Auditor)

Victoria Spagnoli (Niseko Principal)

Neil Cooke (Sapporo Principal) - **Secretary**

**Quorum:**

A quorum consists of 2/3 or 6 members.

*\*We have a quorum for this meeting*

**Opening:**

1. Call to order & roll call

Kaufman calls to order at 4:16

2. Approve the agenda

Agenda approved by all

3. Approve minutes

Minutes approved by all

**Reports:**

4. Board chair's report

(Phred Kaufman) Chair's Report received

5. Head of School report

(Tim Schlosser) HoS's Report received and discussed.

Notes - review of recent school visitors and several community connections over the last few weeks, marketing launch review, student population - gaining traction again numbers approaching budgetary level of 185.

6. Sapporo Principal report

(Neil Cooke) Sapporo Principal's Report received and discussed.

Notes - Review of some key parent survey data and preview of the WASC indicators we will review today.

7. Niseko Principal report

(Victoria Spagnoli) Niseko Principal's Report received and discussed

Notes - Review of information on included on report

8. Treasurer report

(Paul Nikel) Treasurer Report received and discussed

Notes - no finance meeting since last EB, presentation of Ikeda accounting notes

**Discussion items:**

9. Childsafeguarding.com training for EB

Cooke will send out training links to all EB members and auditors so that they can complete this important training as is a general expectation of WASC accreditation

Next meeting: Executive board will review and approve the new child safety handbook

10. WASC Governance Criterion

Cooke, Spagnoli and Schlosser report on the progress made in the governance indicators in section A of the WASC report chapter III

11. Holiday message to community

Review of the proposed holiday message from the EB to the school community

12. Sapporo renovations update

Schlosser reviews some of the suggestions that came from the parents

Review of some updates in the school renovation preparations

Government meetings coming up

13. Rapidus/Chitose conversations update

14. School discipline update

15. Niseko Shared Leadership update & request

Staff in Niseko are looking for some assurances of job security from the board (given the new competing school coming in).

Suggestion that Kauffman and Nikel go to Niseko in January with Tim

Presentation for Niseko middle school parents coming up

Look into advertisement in Powder Life

16. JCIS DEIJ policy adoption proposal

Motion: (Schlosser) To adopt the JCIS DEIJ framework officially at HIS

Seconded (Kauffman)

Approved by all

17. Proposal for volunteering/engagement as general expectation for HIS families

Suggestion to pilot a “formal request” that all Niseko parents volunteer at least once a year

This is not seen as needed in Sapporo where there has not been a problem getting volunteers

18. Preview FinCom items: FinAid, Staff Compensation / allowances / early notice bonus, Recruitment

19. Review of L&L training / follow up

20. 2024 EB meeting structures and scheduling

**Closing:**

21. Review of meeting ✓

22. Time and place of next meeting ✓

23. Adjourning meeting ✓

Meeting adjourned at **18:09**