

2023-2024

HIS Executive Board Meeting #5

April 17, 2024 (Wednesday) 16:00 (Via Zoom)

Members present:

Phred Kaufman (**Chair**)

Tim Schlosser (**Head of School**)

Akiko Mega

Paul Nikel (**Treasurer**)

Beau Miller

Members absent:

Sherrie Oda

Nick Holywell

Jeffery Strong (**Provided Proxy Vote**)

Guests present:

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

Victoria Spagnoli (Niseko Principal)

Suzanne Yonesaka (Auditor)

Miterai sensei (Auditor)

Guests absent:

Quorum:

A quorum consists of 2/3 or 6 members.

**We have a quorum for this meeting (with Jeffery Strong's proxy vote)*

Opening:

1. Call to order & roll call

Kaufman calls to order at **16:02**

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 was received and discussed.

Notes

- Highest enrollment in the school's history
- WASC Visit
- Spring Bazaar

6. Sapporo Principal report

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

Notes

- Review of upcoming events at Sapporo
- Review of WASC visiting committee week and upcoming report

7. Niseko Principal report

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

Notes

- Review of recent events in Niseko
- Attending the groundbreaking ceremony for the new international school in Niseko

8. Treasurer report

(Paul Nikel) Treasurer Report received and discussed

Notes

- Healthy CDIF with low yen is healthy for investments.

Discussion items:

9. New HIS Internal Accounting Rules

- Seeking - approval in principle/feedback
- At the recommendation of accountants, new internal accounting rules have been established (drafts sent to EB)
- Some questions regarding cash amounts are recommended as maximums in some categories. Other feedback?
- Noted that we need some clarification on the translation of the original document (Article 11)

Motion to accept new rules: Schlosser

Seconded: Mega

Passed

10. Confirmation of budget and compensation adjustments (incl. Health stipend & retirement matching)

- Seeking - final approval
- Tabling questions about
 - Professional Development (guidance/support for retaining talent & recruitment)
 - Childcare benefits
- *Actual policy language for the package will be concluded later
- HIS Niseko financial status update
- Review of a few of the finer details of next year's school-wide budget

Motion for approval of budget and compensation adjustments as presented: Schlosser

Seconded: Kaufman

Passed

11. Request from AP Research class (Ms. Harmon) regarding areas that the board would like students to collect data on in order to inform future school decisions

- Possible research on alums
- Longitudinal Data Analysis
- Asking for the board to consider it more in the weeks ahead

12. Renovations update & quote confirmation

- Request for more information on the new science facility
- Information on snow plowing

13. Marketing & admissions update

14. WASC visit update

15. General hiring update

16. Subsequent e-votes conducted on April 30, 2024

Item 1: Motion for HIS to offer a 100,000Y "early notification bonus" for staff who inform us they do not wish to renew their contracts the following year by October 1.

Item 2: Motion to confirm Ms. Maiko Ohtake as nominee to the Board of Councillors

Both motions **passed** with a majority vote

Closing:

16. Review of meeting ✓

- Request for clarification on the protocols for when there is no quorum (proxy voting)

17. Time and place of next meeting ✓

18. Adjourning meeting ✓

The meeting adjourned at **18:00**