

2024 - 2025

HIS Executive Board Meeting

Nov 6, 2024 (Wednesday) 18:00 (Via Zoom)

Members present:

Tim Schlosser (**Head of School**)

Akiko Mega

Paul Nikel (**Treasurer**)

Matthew Hafner

Sherrie Oda

Jeffery Strong

Phred Kaufman (**Chair**)

Nick Holywell

Guests present:

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

Victoria Spagnoli (Niseko Principal)

Suzanne Yonesaka (Auditor)

Miterai sensei (Auditor)

Quorum:

A quorum consists of 2/3 or 6 members.

**We have a quorum for this meeting*

Opening:

1. Call to order & roll call

Nikel calls to order at **18:07**

2. Approve the agenda

Agenda approved by all

3. Approve minutes

Minutes to be approved by email vote

Reports:

4. Board chair's report

(Phred Kaufman) Chair's Report received

5. Head of School report

(Tim Schlosser) HoS's Report was received

6. Sapporo Principal report

(Neil Cooke) Sapporo Principal's Report received

7. Niseko Principal report

(Victoria Spagnoli) Niseko Principal's Report received

8. Treasurer report

(Paul Nikel) Treasurer Report received and discussed

Notes

- On Monday a thorough report will be prepared by the finance committee

Discussion items:

9. Campus capacity increase update from Schlosser

As part of the required procedure, the EB needs to approve this increase of the educational capacity to 240 students

Questions about admissions - wait lists? Acceptance of students with lower English proficiency? How is the building and programs absorbing the larger number of students?

These are important questions, but not part of the scope of the question for today (about the maximum number of students in the building). January meeting will address questions such as the ones listed above.

Motion to approve the campus capacity to 240 students:

Approved

10. New governance rules for Hokkaido

Schlosser reviews the revised governance rules.

Examples:

- Auditor appointing mechanism (by the BoC)

- EB member appointment process

No decision required at the moment. Just for information purposes for now.

Question: Is there a way to reduce the number of members to the BoC?

11. Niseko hiring / financials

Headlines / Advisory

The budget that will be proposed will eliminate one of the mileposts to return to a three grade level band per milepost

Increase annual fee at Niseko

Increase tuition to the same level as Sapporo

12. Renovations update

Acquisition of the land next door continues to be a sticky point

Agreement with Tampopo is in place, but next steps with city hall is proving to be difficult,

Meetings with architects continue, but there needs to be more certainty about the land before it can move much further.

Proposed to ask the consulate to step in to help get an answer from the city

13. Disciplinary update

Schlosser recounts incident, discipline actions taken and other steps taken by school since

Recommendation for a review of intake procedure to review behavior expectations.

14. Dormitory staffing, fees & budget considerations

One of the dorm coordinators is leaving.

Proposal for a bump in fees in order to support more supervision in the dorm

Suggestion to use TABS resources to explore how HIS dorm compares with other boarding schools (fees etc)

15. Fall Festival

Report from both schools

16. EB membership / Confirming committees

Confirmed membership on the various committees

Four proposed for 24-25:

- Finance and Financial Aid – Tim, Paul, Phred, Jeff (Matt)
- Building and grounds / Renovations (Ad Hoc: neighboring land) – Paul, Phred, Tim, Sherrie, Matt
- [“External Relations” (Outreach / Marketing / Husky Legacy) – Akiko, (Tim), (Sherrie), (TBD)] - “Messaging” “Communications” ?
- Nomination Committee – Phred, Sherrie Akiko (TBD),
- HoS Evaluation Committee - Akiko, Phred

17. JCIS comp survey results <confidential>

18. General hiring update

Upcoming hiring at Singapore Search Associates hiring fair

19. BBB 9/13-9/15 2025

First time in this timeslot

45th anniversary of Phred's bar

New student coming in on a scholarship funded by BBB

Closing:

20. Review of meeting ✓

21. Time and place of next meeting ✓

22. Adjourning meeting ✓

The meeting adjourned at **19:44**