

2024 - 2025

HIS Executive Board Meeting

April 30, 2025 (Wednesday) 18:00 (Via Zoom)

Members present:

Phred Kaufman (**Chair**)

Paul Nikel (**Treasurer**)

Tim Schlosser (**Head of School**)

Akiko Mega

Matthew Hafner

Sherrie Oda

Jeffery Strong

Guests present:

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

Victoria Spagnoli (Niseko Principal)

Suzanne Yonesaka (Auditor)

Absent:

Nick Holywell

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

Kaufman calls to order at **18:02**

2. Approve the agenda

The agenda approved by all

3. Approve minutes

The 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

6. Sapporo Principal report

(Neil Cooke) Sapporo Principal's Report received

7. Niseko Principal report

(Victoria Spagnoli) Niseko Principal's Report received

8. Treasurer's report

(Paul Nikel) Treasurer Report received

Discussion items:

9. Collective bargaining & labor update

- Review of last CB meeting
- Proposed Response Discussed

Motion to send the proposed response as written with a couple of small changes.

Moved by: Schlosser

Seconded by: Kauffman

Approved by all

10. Final approval of 25-26 tuition

- Sapporo - standard 3%
- Bus fees are substantially higher to cover rising costs
- Dorm fees increased to cover more dorm supervision, food preparation, TABS membership
- Niseko is also 3%

11. Final approval of 25-26 budget proposals

- Tim reviewed the highlights

Motion to approve the tuition and the budget

Moved by: Schlosser

Seconded by: Mega

Approved by all

12. Niseko marketing

- Schlosser and Spagnoli present on the current status of the new school in Niseko and marketing ideas to counter that presence. Need to define our USP (unique sales proposition)
- It should be noted that they are not JCIS or WASC
- Need to make sure that our message is out there competing against theirs.
- Suggestion of the addition of professional marketing (in addition to the "community marketing" through social media
- Decision to have a face-to-face meeting in Niseko to discuss marketing strategies and ways forward.

13. New tuition down payment policy proposal

- Returning families to be asked to pay 50,000Y towards the annual fee for the upcoming year in May or the prior school year to reserve a spot
- New families: application fee (20,000Y) to be charged immediately upon enrollment (rather than with Q1 invoice), along with 25,000Y of the entry fee as a down payment (to reserve spot).

Motion to enact the above policy

Seconded by Strong

Approved by all

14. Recap: JCIS Heads meeting & Spring Bazaar

15. Final new hires list for 25-26

16. Building & Grounds updates

- Call for another meeting in May to go through the many projects coming up

17. Staffing update

Closing:

20. Review of meeting ✓

21. Time and place of next meeting (June 25) ✓

22. Adjourned meeting ✓

The meeting adjourned at **19:57**