

2025 - 2026

HIS Executive Board Meeting

September 3, 2025 (Wednesday) 18:00 (Via Zoom)

Members present:

Phred Kaufman (**Chair**)
Tim Schlosser (**Head of School**)
Paul Nikel (**Treasurer**)
Matthew Hafner
Jeffery Strong
Sherrie Oda
Nick Holywell
Kaz Tsumo

Guests present:

Neil Cooke (Sapporo Principal) - **Secretary**
Victoria Spagnoli (Niseko Principal)
Suzanne Yonesaka (Auditor)
Miterai sensei (Auditor)

Absent:

Akiko Mega

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 was approved by all

- Discussion again to reaffirm that the board would avoid, when possible, the use of the CIDF in the future in order to fund Niseko.

3. Approve minutes

The minutes were 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

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. Welcoming to new member (Kaz Tsumo)

10. School year opening update

- Number of new staff and students
- New assistant principal
- New literacy coordinator

11. Tanpopo / Renovation update

- In the process of finding new premises for Tampopo, several agencies are looking
- As soon as this is done, demolition and construction can begin

12. BBB organizing

- September 13,14,15
- Looking for volunteers

13. CB / labor update

- No major updates
- Rules of Employment reverted to the old version

14. HoS Search update

- Review of where we go from here following the visit of the final 2 candidates
- Search Committee Meeting on Sunday / EB Meeting on Tuesday next week

15. Niseko marketing & enrollment

- Acme Wu contract confirmed - 1 year only to start/reviewed quarterly
- New ad in Powder Life
- Ongoing social media push

16. Security grant update

- We are again grant-qualified
- Unclear, though, how this will affect the dorm security work completed over the summer

17. Bus outsourcing

- Need to replace two drivers (one in Niseko, one in Sapporo)
- Looking also at an outsourcing company, which would require a 20% increase in bus fees
- Suggestion to maybe do a school survey to measure parent interest

18. Summer School 2025 Review

Closing:

19. Review of meeting ✓

20. Time and place of next meeting(s) ✓

- 6-8 pm September 3, 2025
- 6-8 pm November 12, 2025**
- 6-8 pm January 21, 2026
- 6-8 pm March 25, 2026
- 6-8 pm April 22, 2026
- 6-8 pm June 24, 2026

21. Adjourned meeting ✓

The meeting adjourned at 7:55