

2025 - 2026

HIS Executive Board Meeting

March 25, 2026 (Wednesday) 18:00 (Via Zoom)

Members present:

Phred Kaufman (**Chair**)

Tim Schlosser (**Head of School**)

Paul Nickel (**Treasurer**)

Sherrie Oda

Jeffery Strong

Nick Holywell

Matthew Hafner

Guests present:

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

Victoria Spagnoli (Niseko Principal)

Suzanne Yonesaka (Auditor)

Miterai sensei (Auditor)

Absent:

Kaz Tsumo

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 **18:05**

2. Approve the agenda

The agenda was approved by all

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 Nickel) Treasurer Report received

Discussion items:

9. Housing handbook update (pets)

- TS summarizes the issue that arose recently regarding a hired teacher who had an oversized dog (and the proposed language for the teacher handbook to address this in the future.
- TS is asking for board approval of this language change
- All in favor

10. 240 cap increase

- TS explains the situation where we are likely to exceed the current tap of 240

- Proposal to ask to increase the cap to 255 for 2026-27 (with further increases in future years)
- Asking for approval in principal
- All in favor

11. Elevator/chairs quote

- Required to bring to the board since they are quotes over ¥1,000,000
- All in favor

12. LMA Debrief + Board communication / 26-27

- TS Summarizes feedback from staff
- Suggestions for next steps

13. Dr. B visit, L&L visit

- HB will be at HIS April 13-17 / EB Dinner on April 14
- L&L training October 2&3

14. Renovation / Building Design update

- Update on revised building design
- Update on next steps

15. Tech agreement/privacy policy/admissions waivers

- Revised agreements and policies in the EB packet for board review
- Motion for approval in principle to revise these agreements and policies
- All in favor

16. BBB 2026

- Beer Festival's move to September again
- September 19, 20, 21

17. Final tuition/fees sheet

- Motion for approval of the tuition/fee sheets
- All in favor

18. Tanpopo / CIDF official approvals

- Explanation and asking for approval of the use of CIDF funds to rent property for Tampopo during the construction of the new building.
- All in favor

19. Brief discipline update

20. Spring Bazaar coming up

21. April meeting scheduling note

Closing:

22. Review of meeting ✓

23. 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 (Only if needed)

6-8 pm June 24, 2026

24. Adjourned meeting ✓

The meeting adjourned at 19:35