



2011, May 24 Board of Directors Minutes

Contents

- 1 Attendance
 - 1.1 Present
 - 1.2 Absent
- 2 SY 10-11:176 Call to Order
- 3 SY 10-11:177 Devotions
- 4 SY 10-11:178 Prayer Time for the School
- 5 SY 10-11:179 Proxies
- 6 SY 10-11:180 Approval of Agenda
- 7 SY 10-11:181 Signers of the Minutes
- 8 SY 10-11:182 First Reading - B1
- 9 SY 10-11:183 First Reading - B1.0
- 10 SY 10-11:184 First Reading - B1.1
- 11 SY 10-11:185 First Reading - B1.2
- 12 SY 10-11:186 First Reading - B1.3
- 13 SY 10-11:187 First Reading - B1.4
- 14 SY 10-11:188 First Reading - B1.5
- 15 SY 10-11:189 First Reading - B1.6
- 16 SY 10-11:190 First Reading - B1.7
- 17 SY 10-11:191 Exception to B4.1.9
- 18 SY 10-11:192 SY 11-12 Board Agenda
- 19 SY 10-11:193 Board of Directors Officers for SY 11-12
- 20 SY 10-11:194 Social Coordinator for SY 11-12
- 21 SY 10-11:195 Executive Session
- 22 SY 10-11:196 Headmaster's Report
- 23 SY 10-11:197 Acting Headmaster
- 24 SY 10-11:198 Capital Budget
- 25 SY 10-11:199 Development Plan
- 26 SY 10-11:200 First Reading - B2.10.12
- 27 SY 10-11:201 First Reading - B2.10.9
- 28 SY 10-11:202 Renumbering of Policies Subsequent to B2.10.9
- 29 SY 10-11:203 Board Member Departure
- 30 SY 10-11:204 Endowment Fund
- 31 SY 10-11: 205 Follow-up on Gender Inclusive Language in the Constitution (Cf. 10-11:108)
- 32 SY 10-11:206 Addition to Consent Agenda
- 33 SY 10-11:207 Approval of Consent Agenda
- 34 SY 10-11:208 Second Reading - Article 39 in the Act of Endowment (Cf. SY 10-11:166)
- 35 SY 10-11:209 Board Committee Assignments for SY 11-12
- 36 SY 10-11:210 Thank You to Board Members Leaving the Board
- 37 SY 10-11:211 Review of Board Process
- 38 SY 10-11:212 Closing Prayer
- 39 SY 10-11:213 Adjournment
- 40 Signatures

Attendance

Present

1. Eline de Boo (GZB for CRJM)
2. Misook Cho (CRJM)
3. Pauline Carlson (chair) (ECC)
4. Donn Townsend (OMS)
5. Haunani Whittet (OMF for OMS)
6. Steven Tarter (SEND)
7. Jon Winter (SEND)
8. Aileen Selander (TEAM)
9. Tim Johnson (TEAM)
10. Gaius Berg (independent) (WorldVenture)
11. John Houlette (WorldVenture)
12. John Sakurai (Supervisor-Auditors)
13. Brian Vander Haak (headmaster)

Absent

1. Ellen Haworth (ECC)
2. Taizo Morimoto (Supervisor-Auditors)

[back to top](#)

SY 10-11:176 Call to Order

The meeting was called to order.

[back to top](#)

SY 10-11:177 Devotions

Tim Johnson led the board in devotions on Colossians 3:16-17.

[back to top](#)

SY 10-11:178 Prayer Time for the School

[back to top](#)

SY 10-11:179 Proxies

Ellen Haworth gave her proxy to Pauline Carlson.

[back to top](#)

SY 10-11:180 Approval of Agenda

MSC to approve the agenda.

[back to top](#)

SY 10-11:181 Signers of the Minutes

MSC for Misook Gho and Gaius Berg to be signers of today's minutes, in addition to Pauline Carlson (board chair) and Steven Tarter (board secretary).

[back to top](#)

SY 10-11:182 First Reading - B1

The Governance Committee recommended the revision of B1:

- *Current:* The purpose of CAJ is to provide Christian education for the children of evangelical missionaries throughout Japan who desire help from CAJ for their children's education.
- *Proposed:* The purpose of CAJ is **the establishment of a private school in Japan to provide a Christ-centered education, primarily for the children of Christian missionaries and also for others who desire a Christ-centered education for their children.**

MSC to approve.

[back to top](#)

SY 10-11:183 First Reading - B1.0

The Governance Committee recommended the revision of B1.0:

- *Current:* **Children of evangelical missionaries in Japan** equipped to honor Christ and impact the world for Him (consistent with Article II and III of the Constitution.)
- *Proposed:* **Students** equipped to honor Christ and impact the world for Him (consistent with Article II and III of the Constitution.)

MSC to approve.

[back to top](#)

SY 10-11:184 First Reading - B1.1

The Governance Committee recommended the revision of B1.1:

- *Current:* Students achieving the student objectives
- *Proposed:* **Students:** Students achieving the student objectives

MSC to approve.

[back to top](#)

SY 10-11:185 First Reading - B1.2

The Governance Committee recommended the revision of B1.2:

- *Current:* An exemplary, sustainable, **replicable** Christ-centered educational program
- *Proposed:* **Program:** An exemplary, sustainable, **Bible-based** educational program

MSC to approve.

[back to top](#)

SY 10-11:186 First Reading - B1.3

The Governance Committee recommended the revision of B1.3:

- *Current:* An organizational culture, sensitive and responsive to current and changing demographics, which reflects the board approved values (faithfulness, caring, collaboration, diversity, excellence, and stewardship)
- *Proposed:* **Culture:** An organizational culture **which reflects board-approved values (faithfulness, caring, collaboration, diversity, excellence, and stewardship) and is aware of and responsive to demographic trends.**

MSC to approve.

[back to top](#)

SY 10-11:187 First Reading - B1.4

The Governance Committee recommended the revision of B1.4:

- *Current:* Qualified Christian staff working to achieve board ends
- *Proposed:* **Staff:** Qualified Christian staff working to achieve board ends

MSC to approve.

[back to top](#)

SY 10-11:188 First Reading - B1.5

The Governance Committee recommended the revision of B1.5:

- **Current:** A sound financial base
- **Proposed:** **Finance:** Sound financial **practice**

MSC to approve.

[back to top](#)

SY 10-11:189 First Reading - B1.6

The Governance Committee recommended the revision of B1.5:

- **Current:** A safe physical plant facilitating student learning
- **Proposed:** **Facilities:** An attractive, safe, well-maintained facility that enhances student learning

MSC to approve.

[back to top](#)

SY 10-11:190 First Reading - B1.7

The Governance Committee recommended the deletion of B.1.7:

1.7 Without impeding Board Policy B 1.0-1.6: (renumbered SY 10-11:52)

1.7.1 Day-school children of non-missionary parents in Japan equipped to impact the world for Christ.

1.7.2 Extension-program children of evangelical missionaries in Japan equipped to impact the world for Christ.

1.7.2.1 Extension-program children of non-missionary parents in Japan equipped to impact the world for Christ.

MSC to approve.

[back to top](#)

SY 10-11:191 Exception to B4.1.9

As an exception to policy B4.1.9, the board has decided that changes to the following ends policies do not require a second reading:

- B1 (SY 10-11:182)
- B1.0 (SY 10-11:183)
- B1.1 (SY 10-11:184)
- B1.2 (SY 10-11:185)
- B1.3 (SY 10-11:186)
- B1.4 (SY 10-11:187)
- B1.5 (SY 10-11:188)
- B1.6 (SY 10-11:189)
- B1.7 (SY 10-11:190)

[back to top](#)

SY 10-11:192 SY 11-12 Board Agenda

The Board Chair proposed an agenda for SY 11-12.

MSC to approve agenda.

[back to top](#)

SY 10-11:193 Board of Directors Officers for SY 11-12

The board elected the following officers for SY 11-12:

- Chair: Pauline Carlson
- Vice Chair: Eline de Wilde
- Vice Chair for Finance: Gaius Berg
- Secretary: Steven Tarter

[back to top](#)

SY 10-11:194 Social Coordinator for SY 11-12

Misook Cho was appointed as social coordinator.

[back to top](#)

SY 10-11:195 Executive Session

The Board went into executive session.

[back to top](#)

SY 10-11:196 Headmaster's Report

The headmaster invited board members to a school governance retreat in Manila of missionary schools in Asia, to the board/staff dinner, to graduation, and to senior comprehensives. The headmaster reviewed the need for a student accommodation, graduates in the Class of 2011, staff and student care, school security, Love in Action, student enrollment, new staff members and how they are being oriented to CAJ, teacher certification and professional development, and the school improvement process and accreditation.

[back to top](#)

SY 10-11:197 Acting Headmaster

The headmaster, in compliance with B2.5.3, recommended that Tanya Hall, middle school principal, serve as acting headmaster from June 27 to August 9.

MSC to approve.

[back to top](#)

SY 10-11:198 Capital Budget

The headmaster presented a capital budget of ¥50,000,000 for SY 11-12.

MSC to approve a capital budget of ¥50,000,000 for SY 11-12 .

[back to top](#)

SY 10-11:199 Development Plan

The headmaster presented a development plan to raise US\$450,000 through 2013.

MSC to authorize the headmaster's development plan to raise US\$450,000 through 2013.

[back to top](#)

SY 10-11:200 First Reading - B2.10.12

The Policy Review Committee recommended the revision of B2.10.12:

- *Current:* Fail to establish an annual fund-raising program that meets clearly articulated board-approved goals.
- *Proposed:* Fail to **to maintain a fundraising plan, assessed annually, which includes clearly articulated goals.**

MSC to approve as first reading.

[back to top](#)

SY 10-11:201 First Reading - B2.10.9

The Policy Review Committee recommended the deletion of B2.10.9:

Allow fund-raising to become a low priority with regard to the headmaster job requirements.

MSC to approve as first reading.

[back to top](#)

SY10-11:202 Renumbering of Policies Subsequent to B2.10.9

MSC to renumber policies subsequent to B2.10.9, due to the deletion of B2.10.9.

[back to top](#)

SY 10-11:203 Board Member Departure

John Houlette departed at 2:35 p.m. John Houlette gave his proxy to Gaius Berg.

[back to top](#)

SY 10-11:204 Endowment Fund

The headmaster recommended that the board put proceeds from cinnamon roll sales into the endowment fund.

MSC to approve.

[back to top](#)

SY 10-11: 205 Follow-up on Gender Inclusive Language in the Constitution (Cf. 10-11:108)

The Policy Review Committee, tasked with exploring using gender-inclusive language in the constitution, recommended that this discussion be delayed, due to the fact that our legal status was not changed, resulting in this part of the constitution remaining unchangeable.

[back to top](#)

SY 10-11:206 Addition to Consent Agenda

MSC to approve the addition of the May monitoring report on B1.0 to the consent agenda.

[back to top](#)

SY 10-11:207 Approval of Consent Agenda

MSC to approve the following consent agenda items:

- April 19, 2011 Board of Directors minutes
- Report on non-compliance, partial compliance
- Report on usage of Headmaster professional development funds
- May monitoring report on B1.0

[back to top](#)

SY 10-11:208 Second Reading - Article 39 in the Act of Endowment (Cf. SY 10-11:166)

The board accepted as a first reading on February 15, 2011, the deletion of the following from Article 39 in the Act of Endowment:

This Corporate Body shall be retained until May 31, 2011.

MSC to approve as second reading.

[back to top](#)

SY 10-11:209 Board Committee Assignments for SY 11-12

MSC to approve the following committee assignments for SY 11-12:

Business/Audit Committee

- Gaius Berg – chair
- Gerald May
- Steven Tarter
- Ex-officio: board chair, headmaster, business manager

Policy Review/Governance Committee

- Eline de Wilde – chair
- Misook Cho
- Kenichi Shinagawa
- Ex-officio: board chair, headmaster

Ad Hoc Headmaster Evaluation Committee

- Gaius Berg – chair
- Eline de Wilde
- Gerald May
- Ex-officio: board chair

Ad Hoc Legal Status Committee

- Pauline Carlson – chair until January 2012, Steven Tarter chair from January 2012
- Misook Cho
- Taizo Morimoto
- Kenichi Shinagawa
- Steven Tarter
- Ex-officio: board chair, headmaster, business manager, business office administrative assistant

[back to top](#)

SY 10-11:210 Thank You to Board Members Leaving the Board

The board thanked Ellen Haworth, John Houlette, Tim Johnson, Aileen Selander, Donn Townsend, Haunani Whittet, and Jon Winter for their service.

[back to top](#)

SY 10-11:211 Review of Board Process

The Board reviewed its process.

[back to top](#)

SY 10-11:212 Closing Prayer

Haunani Whittet closed in prayer.

[back to top](#)

SY 10-11:213 Adjournment

MSC to adjourn the meeting at 2:59 p.m.

[back to top](#)

Signatures

Steven Tarter
Board Secretary

Pauline Carlson
Board Chair

Misook Cho
Board Member

Gaius Berg
Board Member

[back to top](#)

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