



## 2012, February 14 Board of Directors Minutes

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### Attendance

#### Present

1. Gaius Berg (for World Venture)
2. Eline de Wilde (Member at Large)
3. Misook Gho (CRJM)
4. Louis Lau (for OMS)
5. Gerald May (TEAM)
6. Kenichi Shinagawa (Member at Large)
7. Steven Tarter (SEND)
8. Brian Vander Haak (Headmaster)
9. John Sakurai (Supervisor-Auditors)

#### Absent

1. Pauline Carlson (ECC)
2. Taizo Morimoto (Supervisor-Auditors)

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### SY 11-12:96 Call to Order

The meeting was called to order at 8:45 a.m.

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### SY 11-12:97 Devotions

Kenichi Shinagawa led the board in devotions on seeking God's will.

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### SY 11-12:98 Prayer Time for the School

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### SY 11-12:99 Proxies

Pauline Carlson gave her proxy to Steven Tarter.

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### SY 11-12:100 Approval of Agenda

**MSC** to approve the agenda.

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### SY 11-12:101 Signers of the Minutes

**MSC** for Kenichi Shinagawa and Louis Lau to be signers of today's minutes, in addition to Eline de Wilde (board vice chair) and Steven Tarter (board secretary).

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## SY 11-12:102 Vote on Board of Councilors

**MSC** to approve the following to serve on the Board of Councilors for SY 12-13:

1. Melinda Balona (Member at Large)
2. Michael Essenburg (Member at Large)
3. Jay Haworth (ECC)
4. Andrea Johnson (ECC)
5. Stephen Kunnecke (SEND)
6. Lawrence Mutenda (Member at Large)
7. Jonathan Reasoner (SEND)
8. Don Regier (TEAM)
9. Daniel Sexton (OMS)
10. Paul Shew (Member at Large)
11. Lawrence Spalink (CRJM)
12. Gregory Swenson (WorldVenture)

The vote was unanimous.

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## SY 11-12:103 Business Manager Report

Rick Seely, business manager, explained Finance Committee recommendations regarding the operating budget, the capital budget, and high school tuition. He also gave an overview of progress made on the school's legal status change.

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## SY 11-12:104 High School Tuition

**MSC** to approve as an exception to B2.6.2 an increase of up to 1.5% for Pre-Approved High School, General High School, and Corporate High School tuitions.

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## SY 11-12:105 Operating Budget for April 1, 2012 - March 31, 2013

**MSC** to approve an operating budget with revenue of ¥689,090,000 and expenses of ¥640,246,000 for April 1, 2012 - March 31, 2013.

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## SY 11-12:106 Capital Budget for April 1, 2012 - March 31, 2013

**MSC** to approve a capital budget of ¥50,000,000 for April 1, 2012 - March 31, 2013.

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## SY 11-12:107 Staff Childcare Benefit

**MSC** to approve an increase in the staff childcare benefit by ¥4,500/month.

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## SY 11-12:108 Second Reading - B4.1.a (Cf. SY 11-12:66)

The board accepted the following on January 10, 2012, as a first reading:

- *Current reading:* Biblically-based integrity and truthfulness in all methods and practices
- *Proposed reading:* Biblically-based **values** including integrity and truthfulness in all methods and practices.

**MSC** to accept as second reading.

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## SY 11-12:109 Second Reading - B4.6.2.1.a (Cf. SY 11-12:67)

The board accepted the following on January 10, 2012, as a first reading:

- *Current reading:* They may submit a written opinion (**tantamount to voting**) on any specific item or items of business.
- *Proposed reading:* They may submit a written opinion on any specific item or items of business.

**MSC** to accept as second reading.

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## SY 11-12:110 Second Reading - B2.4.4 (Cf. SY 11-12:78)

The board accepted the following on January 10, 2012, as a first reading:

- *Current reading:* Establish graduation requirements and submit an annual report of graduating seniors to the Board at the June meeting.
- *Proposed reading:* Establish graduation requirements and submit an annual report of graduating seniors to the Board at the **last regularly scheduled meeting for each academic year**.

**MSC** to accept as second reading.

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## **SY 11-12:111 Nomination Plan for Members-at-Large and Auditors**

The board reviewed the nomination plan for members-at-large and auditors. The Policy Review/Governance Committee was asked to develop a recommendation regarding the acceptance of the nomination plan and a recommendation regarding where the nomination plan belongs in the manual.

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## **SY 11-12:112 Executive Session**

The board went into executive session to discuss the headmaster's annual evaluation.

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## **SY 11-12:113 Headmaster Report**

The headmaster explained challenges of the admissions process and changes to the admissions process, for example, testing and summer school for remedial Bible. (The Policy Review/Governance Committee was asked to review B2.3.1.1.3.) The headmaster reported that as of February 5, all full-time contracts had been accepted, and that CAJ is actively monitoring the flu situation, explaining how CAJ makes decisions regarding school closings due to sickness. He also shared that CAJ continues to work with the city office regarding radiation mitigation and that CAJ, in order to further explore member care, surveyed the staff on active church participation (B 2.2.1.2).

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## **SY 11-12:114 Exception to B2.3.1.1.3**

**MSC** to approve an exception to B2.3.1.1.3 for kindergarten for SY 2012-2013.

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## **SY 11-12:115 Board Survey**

The board briefly reviewed the results of an internal survey regarding the role of the school in spiritual matters. Due to time constraints, the discussion was tabled.

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## **SY 11-12:116 Church Participation Ad Hoc Committee**

The committee shared its discussion of what "active church participation" means in accordance with B 2.2.1.2.

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## **SY 11-12:117 Board Housekeeping**

The next meeting will be March 20. Board members were encouraged to consider nominations for board officers.

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## **SY 11-12:118 Review of Board Process**

The board will be doing a review of board process via an electronic survey.

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## **SY 11-12:119 Closing Prayer**

Gerald May closed in prayer.

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## **SY 11-12:120 Approval of February 14, 2012 Minutes**

**MSC** to approve the February 14, 2012 minutes, pending a minute for meeting adjournment.

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## **SY 11-12:121 Adjournment**

**MSC** to adjourn the meeting at 12:10 p.m.

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## **Signatures**

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Steven Tarter  
Board Secretary

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Eline de Wilde  
Board Vice Chair

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Kenichi Shinagawa  
Board Member

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Louis Lau  
Board Member

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