



## 2012, November 20 Board of Directors Minutes

CAJ Board of Directors meeting  
November 20, 2012, 8:45 a.m.  
Matsukawa Place, Higashi Kurume, Tokyo

### Contents

- 1 Attendance
  - 1.1 Present
  - 1.2 Proxies
  - 1.3 Absent
- 2 SY 12-13:37 Call to Order
- 3 SY 12-13:38 Devotions
- 4 SY 12-13:39 Prayer Time for the School
- 5 SY 12-13:40 Approval of Agenda
- 6 SY 12-13:41 Signers of the Minutes
- 7 SY 12-13:42 Correction of September 25, 2012 Minutes
- 8 SY 12-13:43 Discussion of Staffing
- 9 SY 12-13:44 First Reading - B4.5.1.3
- 10 SY 12-13:45 First Reading - B2.2.2.3
- 11 SY 12-13:46 First Reading - B2.2.2.3.1
- 12 SY 12-13:47 First Reading - B2.2.2.3.2
- 13 SY 12-13:48 Definition of "Board"
- 14 SY 12-13:49 First Reading - B2.3.1.1.3
- 15 SY 12-13:50 Numbering of Policy
- 16 SY 12-13:51 Change to B2.3.1.1.4
- 17 SY 12-13:52 Interpretation of B2.3.1.1.3
- 18 SY 12-13:53 First Reading - B2.2.1.5.2
- 19 SY 12-13:54 First Reading - B2.2.2.2
- 20 SY 12-13:55 Review of B3.2, 3.3, 4.3, and 4.7
- 21 SY 12-13:56 Executive Session
- 22 SY 12-13:57 Appointment of Acting Headmaster
- 23 SY 12-13:58 Delegation to Executive Committee
- 24 SY 12-13:59 Headmaster Report
- 25 SY 12-13:60 Approval of Consent Agenda
- 26 SY 12-13:61 Executive Committee Report
- 27 SY 12-13:62 Board Housekeeping
- 28 SY 12-13:63 Distribution of Cinnamon Roll Profits
- 29 SY 12-13:64 Review of Board Process
- 30 SY 12-13:65 Closing Prayer
- 31 SY 12-13:66 Approval of November 20, 2012 Minutes
- 32 SY 12-13:67 Adjournment
- 33 Signatures

### Attendance

#### Present

1. Gaius Berg (for WorldVenture)
2. Pauline Carlson (ECC)
3. Eline de Wilde (Member at Large)
4. Louis Lau (for OMS)
5. Steven Tarter (SEND International)
6. Brian Vander Haak (Headmaster)

#### Proxies

1. Misook Cho (CRJM) gave her proxy to Eline de Wilde (Member at Large).
2. Gerald May (TEAM) gave his proxy to Gaius Berg (for WorldVenture).
3. Kenichi Shinagawa (Member at Large) gave his proxy to Pauline Carlson (ECC).

#### Absent

1. John Sakurai (Supervisor-Auditor)
2. Taizo Morimoto (Supervisor-Auditor)

[back to top](#)

---

### SY 12-13:37 Call to Order

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

[back to top](#)

---

### SY 12-13:38 Devotions

Brian Vander Haak led the board in devotions on God's will and faithfully following God's calling.

[back to top](#)

---

### SY 12-13:39 Prayer Time for the School

[back to top](#)

---

### SY 12-13:40 Approval of Agenda

**MSC** to approve the agenda.

---

## SY 12-13:41 Signers of the Minutes

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

[back to top](#)

---

## SY 12-13:42 Correction of September 25, 2012 Minutes

Misook Gho should not have been listed as absent. She had given her proxy to Eline de Wilde (Member at Large).

[back to top](#)

---

## SY 12-13:43 Discussion of Staffing

The board continued its staff discussion, focusing on the possibility of larger contexts that would "fit" board policy limits (B2.2) but could be disruptive. The board emphasized the priority of classroom instruction that is consistent with board policy. The board felt comfortable staying with the current staffing policy. The board then discussed of B2.3.1.1.3 with regard to "provided the applicant is not from the home of a proselytizing religious group" asked the Policy Review/Governance Committee to review B2.3.1.1.3.

[back to top](#)

---

## SY 12-13:44 First Reading - B4.5.1.3

The Policy Review/Governance Committee recommended the following for B4.5.1.3:

- *Current reading:* Board members must not use their positions to obtain employment for themselves, family members, or close associates. **Should a board member desire employment within the organization, he or she must first resign.**
- *Proposed reading:* Board members must not use their positions to obtain employment for themselves, family members, or close associates. **(cf 2.2.23)**

**The board approved the recommendation as a first reading.**

[back to top](#)

---

## SY 12-13:45 First Reading - B2.2.23

The Policy Review/Governance Committee recommended the addition of B2.2.23: **Give no preference to board members, their family members, or those recruited by board members. (cf 4.5.1.3)**

**The board approved the recommendation as a first reading.**

[back to top](#)

---

## SY 12-13:46 First Reading - B2.2.23.1

The Policy Review/Governance Committee recommended the addition of B2.2.23.1: **Report to the board when a board member is employed by CAJ for the first time.**

**The board approved the recommendation as a first reading.**

[back to top](#)

---

## SY 12-13:47 First Reading - B2.2.23.2

The Policy Review/Governance Committee recommended the addition of B2.2.23.2: **Report annually to the board about board members employed by CAJ.**

**The board approved the recommendation as a first reading.**

[back to top](#)

---

## SY 12-13:48 Definition of "Board"

The board asked the Policy Review/Governance Committee to review use of the term "board" in policy, as there are two school boards.

[back to top](#)

---

## SY 12-13:49 First Reading - B2.3.1.1.3

The Policy Review/Governance Committee recommended the following for B2.3.1.1.3:

- *Current reading:* Non-Christian homes, up to 20% per class, where the parent(s) or guardian(s) agree to cooperate with the school's Christian objectives, provided the applicant is not from the home of a proselytizing religious group.
- *Proposed reading:* Non-Christian homes, up to 20% per **grade level**, where the parent(s) or guardian(s) agree to cooperate with the school's Christian objectives, provided the applicant is not from the home of a proselytizing religious group.

**The board approved the recommendation as a first reading.**

[back to top](#)

---

## SY 12-13:50 Numbering of Policy

Brian Vander Haak moved and Louis Lau seconded the following:

- *Current reading:* Siblings of current or former students are given preference within each priority level.
- *Proposed reading:* **2.3.1.1.4** Siblings of current or former students are given preference within each priority level.

**The board approved the recommendation as a first reading.**

---

## SY 12-13:51 Change to B2.3.1.1.4

Brian Vander Haak moved and Steve Tarter seconded approving the change to B2.3.1.1.4 (cf. SY 12-13:50) as a second reading.

**The board approved the change to B2.3.1.1.4 as a second reading.**

---

## SY 12-13:52 Interpretation of B2.3.1.1.3

The Policy Review/Governance Committee recommended an interpretation of how to manage B2.3.1.1.3 that includes:

- Sibling admissions as exempt from cap without board action.
- The ability to accept a student from a non-Christian family where a percentage of one student puts us over the 20% limitation without board action.
- The continued ability to base early decisions on admission projections (students we offer admission to and returning students as we have information), not on acceptances.

**The board approved the recommendation.**

---

## SY 12-13:53 First Reading - B2.2.1.5.2

The Policy Review/Governance Committee recommended the following for B2.2.1.5.2:

- *Current reading:* Homosexual or lesbian sexual activity (Rom. 1:24-27, Deut. 20:13)
- *Proposed reading:* Homosexual activity (Rom. 1:24-27, Deut. 20:13)

**The board approved the recommendation as a first reading.**

---

## SY 12-13:54 First Reading - B2.2.22

The Policy Review/Governance Committee recommended the following for B2.2.22:

- *Current reading:* Ask exiting staff to give a written reason for leaving, note response, put a copy in the staff personnel file and give a copy to the board chair (cf 4.4.5)
- *Proposed reading:* Ask exiting staff to give a written reason for leaving, **summarize the responses**, put a copy in the staff personnel file and give a copy to the board chair (cf 4.4.5)

**The board approved the recommendation as a first reading.**

---

## SY 12-13:55 Review of B3.2, 3.3, 4.3, and 4.7

The board reviewed policies related to unity of control and communication, authority and accountability of the headmaster, agenda planning, and board committee principles. During the review, the board discussed the headmaster evaluation process and ways to enhance it, the headmaster's professional development funds, asking the Policy Review/Governance Committee to get increased ownership input (B4.3.2.1), putting the evaluation of the school's philosophy and mission statement (B4.3.6) on the board agenda for next school year.

---

## SY 12-13:56 Executive Session

The board went into executive session.

---

## SY 12-13:57 Appointment of Acting Headmaster

**MSC** to approve the appointment of Michael Essenburg, administrative coordinator, as acting headmaster, December 15 to January 4, in accordance with B2.5.3.

---

## SY 12-13:58 Delegation to Executive Committee

**MSC** to delegate to the Executive Committee, if necessary because of time constraints, the final approval for the middle school principal position.

---

## SY 12-13:59 Headmaster Report

The headmaster gave an update on staffing, including the hiring of a new part-time nurse, the November issuing of contracts to full-time staff, his October recruitment trip, and the new staff recruitment brochure.

He led a discussion on current compensation philosophy and practice. The board asked the administration to compose a draft of the current compensation philosophy and practices, to be reviewed by the Finance Committee and shared with the board.

Regarding B 2.1.4, the headmaster asked the board which staff would the board like to have make presentations to them and when. After some discussion, the board asked to have one presentation at the January meeting and one at the March meeting, to be given by an academic department chair and the SSS Director.

He gave an update on the legal status change and invited the board to the December 14 Christmas social and jazz concert.

---

## SY 12-13:60 Approval of Consent Agenda

**MSC** to approve the following consent agenda items:

- Monitoring Reports B 2.1, 2.5, 2.10
- October 31, 2012 Financial Statement Summary
- October 31, 2012 Balance Sheet
- October 31, 2012 Profit and Loss
- September 30, 2012 Financial Statement Summary
- September 30, 2012 Balance Sheet
- September 30, 2012 Profit and Loss

[back to top](#)

---

## SY 12-13:61 Executive Committee Report

The Executive Committee met to consider how to preserve more of the board meeting discussion details than currently appear in the minutes. There was no consensus of opinion. The board will discuss this again at the January board meeting.

[back to top](#)

---

## SY 12-13:62 Board Housekeeping

The Mission Representative Meeting has been scheduled for January 24. The board would like to get input from those attending regarding enrollment projections. The board chair and headmaster will further discuss what input to pursue.

[back to top](#)

---

## SY 12-13:63 Distribution of Cinnamon Roll Profits

**MSC** to put the cinnamon roll profits from the fall Thrift Shop (¥93,476) into the Endowment Fund.

[back to top](#)

---

## SY 12-13:64 Review of Board Process

The Board reviewed its process.

[back to top](#)

---

## SY 12-13:65 Closing Prayer

Steven Tarter closed in prayer.

[back to top](#)

---

## SY 12-13:66 Approval of November 20, 2012 Minutes

**MSC** to approve the November 20, 2012 minutes, pending a minute for meeting adjournment.

[back to top](#)

---

## SY 12-13:67 Adjournment

**MSC** to adjourn the meeting at 3:24p.m.

[back to top](#)

---

## Signatures

---

Steven Tarter  
Board Secretary

---

Pauline Carlson  
Board Chair

---

Gaius Berg  
Board Member

---

Brian Vander Haak  
Board Member

[back to top](#)