



2014, November 18 Board of Directors Meeting

Board of Directors Meeting
Matsukawa Place
November 18, 2014

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Attendance

Present

1. Pauline Carlson (ECC)
2. Grace Fukuzawa (Chong Eun Lee) (Member at Large and Educator)
3. Leenders, Johanna (Mieke Sasaki) (CRJM)
4. Gerald May (TEAM)
5. Daniel Sexton (OMS)
6. Kenichi Shinagawa (Member at Large)
7. Karen Stoesz (SEND)
8. Brian Vander Haak (Head of School)

Proxies

1. Gaius Berg (for WorldVenture) gave his proxy to Gerald May

Ex-Officio

1. Sobi Abraham (Supervisor-Auditor)
2. Taizo Morimoto (Supervisor-Auditor)

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SY 14-15:21 Call To Order (Act of Endowment, Chapter 3, Articles 18.3, 18.8)

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

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SY 14-15:22 Devotions

Taizo Morimoto lead in devotions based on Ephesians 3:14-21

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SY 14-15:23 Prayer Time For The School

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SY 14-15:24 Approval of Agenda

Kenichi moved, Mieke seconded MSC to approve the agenda

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SY 14-15:25 Ends Review - B 1.2; B 1.3

Pauline led a review on Ends Review for B1.2 - Program and B1.3 - Culture
Brian pointed out that these Ends are all-encompassing, basically referring to pretty much everything the school does.

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SY 14-15:26 Approval of Second Reading of Mission Statement (B 4.3.6, B 4.1.9)

The board accepted on October 1, 2014 as a first reading the following change to B 4.3.6, B 4.1.9

Equipping students to serve Japan and the world for Christ.

MSC unanimously to accept as second reading

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SY 14-15:27 Executive Limitation Amendment

Brian Vander Haak moved and Kenichi Shinagawa seconded that the following amendment be made to B2.8.7

Current Reading: Fail to invest available school funds in low risk investment instruments in accordance with Japanese law, US law, and after consultation with the finance committee. The finance committee will review the terms of current investments on an annual basis. (SY 06-07:88)

Amendment: Fail to invest available school funds in low risk investment instruments in accordance with Japanese law, US law, and after consultation with the finance committee.

MSC unanimously as first reading

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SY 14-15:28 Board Committee Policy Amendment B4.8.2.1 – Finance Committee Product

Gerald May moved and Karen Stoesz seconded to amend B4.8.2.1 as follows:

Current Reading: Product: Preliminary review of annual operating and capital budgets, monthly financial statements, long-term financial trends, and financial implications of program changes. Provide financial orientation and continuing education of board members as directed by the board. Set specifications and scope of outside audit and select and approve audit firm by no later than the January board meeting each year. (SY 12-13:132)

Add the phrase "terms of current investments" to read as follows, and link this to B2.8.7: Product: Preliminary review of annual operating and capital budgets, terms of current investments, monthly financial statements, long-term financial trends, and financial implications of program changes. Provide financial orientation and continuing education of board members as directed by the board. Set specifications and scope of outside audit and select and approve audit firm by no later than the January board meeting each year.

MSC unanimously as first reading

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SY 14-15:29 Amendment to Compensation Policy B2.9.1

Daniel Sexton moved and Grace Fukuzawa seconded to add the following as a new point under B2.9.1

B 2.9.1.1 Fail to assign staff to compensation categories based on clearly defined job descriptions.

MSC unanimously as first reading

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SY 14-15:30 Amendment to Staff Placement Policy B2.9.1

Brian Vander Haak moved and Daniel Sexton seconded to add the following as a new point under B2.9.1

2.9.1.2 Fail to report to the finance committee annually on staff category placements.

MSC unanimously as first reading

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SY 14-15:31 Report on Compensation Proposal

Brian presented an overview of the new compensation proposal.

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SY 14-15:32 Amendment to B4.2.9.5 Signing of Board Minutes

Gerald May moved and Daniel Sexton seconded that B4.2.9.5 be amended as follows:

Current Reading: B4.2.9.5 Board minutes, including executive action, shall be reviewed and signed by the board chair and two board members to be decided at each meeting.

Amendment: B4.2.9.5 Board minutes, including executive action, shall be reviewed and signed by all board members present at the meeting documented by the minutes.

MSC as first reading

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SY 14-15:33 Policy Numbering

Grace Fukuzawa moved and Kenichi Shinagawa seconded to create a new policy about Megumi Mission Archive as B2.4.13 after B2.4.12 which is the policy about School Support Service, and renumber current B2.4.13 as B2.4.14 since it is a general policy about procedure of policy modification.

SY 14-15:34 Megumi Mission Archive Policy

Karen Stoesz moved and Gerald May seconded that the following policy be established:

B2.4.13 Maintain a historical archive for the preservation of the history of evangelical missions in Japan and report on its activities. This will be included in the school's annual budget. (cf SY14-15:34)

MSC as first reading

SY 14-15:35 Review of School Philosophy and Mission Statement

Karen Stoesz moved and Mieke Sasaki seconded to amend B4.3.6 as follows:

Current Reading: B4.3.6 The board shall review the school philosophy (A 5.1) and mission statement (A 5.2) in the year preceding the full WASC self-evaluation and in the year preceding the mid-term WASC review.

Amendment B4.3.6 The board shall select a process to review the school philosophy (A 5.1) and mission statement (A 5.2) and their implementation in the year preceding the full WASC self-evaluation and in the year preceding the mid-term WASC review.

MSC unanimously as first reading

SY 14-15:36 Policy Deletion - B4.3.6.1 Agenda Planning

Brian Vander Haak moved and Grace Fukuzawa seconded that we Remove B4.3.6.1 from policy.

Current Reading:

B4.3.6.1 The board shall establish a committee of board members, staff and administrators to review and evaluate the school's philosophy and mission statement and their implementation.

To be chaired by the board chair.

MSC unanimously as first reading

SY 14-15:37 Presentation by Caitlin Potter

Caitlin Potter gave an overview of the of the Guidance Department's programs. She particularly focused on the department's use of the "Naviance" high school academic planning program. She also presented life trends evident among current and graduating students.

SY 14-15:38 Approval of Consent Agenda (B 4.3.3)

Karen Stoesz moved and Brian Vander Haak seconded to approve the consent agenda items.

- October 1, 2014 BOD minutes
- November 11, 2014 Finance and Audit committee minutes
- November 10, 2014 Minutes Governance and Policy Review minutes

MSC unanimously to approve the consent agenda items

SY 14-15:39 Head of School Monitoring Report B 2.3, 2.8; 2.9; 2.0; 2.1; 2.5

Brian reported himself to be in full compliance with the following policies: B 2.3, 2.8; 2.9; 2.0; 2.1; 2.5

Gerald May moved and Kenichi Shinagawa seconded that we accept the Head of School monitoring reports and agree that all of the policies in the monitoring report are in full compliance.

MSC to accept the head of school's monitoring report.

SY 14-15:40 Head of School Decision Preparation Report

Brian reported on the following items:

- Statement of Faith implementation
- Invitation to 2015 board governance retreat in Penang, Malaysia
- Contract signing anomaly for next year

SY 14-15:41 Changes to 2015-16 Schedule (B2.4.6)

The Head of School announced changes of dates for SY 2015-16 as follows: From August 28 to August 25 (students) and from June 10 to June 7 (students) (HS student orientation on August 24) From August 24 to August 19 (staff) and from June 15 to June 10 (staff) From August 19 to August 17 (new staff).

SY 14-15:42 Head of School Incidental Report

Brian reported on the following items:

- The board is Invited to the staff Christmas social: December 16, 4-5 p.m. in the cafeteria (catered by Cezars Kitchen)
- Cinnamon rolls were made by Cesars and given to staff as a gift from board
- Child safety audit update – A professional consultant will come to campus to discuss the child safety audit.

- Head of School blog reference to Health and Safety Committee, Minutes – taking note of the Ebola crisis. Influenza shots are made available to all staff.

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SY 14-15:43 Board Policy Review B 3.2, 3.3, 4.3, 4.7

The board reviewed the following policies: B 3.2, 3.3, 4.3, 4.7

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SY 14-15:44 Board Compliance Review B 3.1, 4.1, 4.2, 4.3, 4.4

Board members reviewed their assigned policy points and reported that the board is in compliance on all points.

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SY 14-15:45 Executive session

The board went into executive session

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SY 14-15:46 Board Housekeeping

Pauline updated the board on the following:

- Mission representatives meeting will be held on January 27, 2015
- Christmas gifts for staff – flowers or gift cards

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SY 14-15:47 Monthly Review of Board Process - paper (B 4.1.7)

The board members reviewed and evaluated the day's meeting process.

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SY 14-15:48 Closing Prayer

Kenichi Shinagawa closed the meeting in prayer.

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SY 14-15:49 Adjournment

Karen Stoesz moved and Grace Fukuzawa seconded to adjourn the meeting. MSC unanimously The meeting was adjourned at 3:48 pm.

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_____(seal)
Gerald May
Board Secretary

_____(seal)
Pauline Carlson
Board Chair

_____(seal)
Chong Eun Lee (Grace Fukuzawa)
Board Member

_____(seal)
Leenders, Johanna (Mieke Sasaki)
Board Member

_____(seal)
Daniel Sexton
Board Member

_____(seal)
Kenichi Shinagawa
Board Vice Chair

_____(seal)
Karen Stoesz
Board Member

_____(seal)
Brian Vander Haak
Board Member and Head of School

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