



## 2015, March 10 Board of Directors Meeting

Board of Directors Meeting  
Matsukawa Place  
March 10, 2015

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### Attendance

#### Present

1. Pauline Carlson (ECC)
2. Grace Fukuzawa (Chong Eun Lee) (Member at Large and Educator)
3. Johanna Leenders (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 14-15:76 Call To Order (Act of Endowment, Chapter 3, Articles 18.3, 18.8)

The meeting was called to order at 1:42 p.m.

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### SY 14-15:77 Approval of Agenda

MSC to approve the agenda.

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### SY 14-15:78 Time of Prayer For The School (B 4.6.7)

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### SY 14-15:79 Finance Committee Reports (B 4.8.2)

Brian Vander Haak presented the report from the finance committee, with several suggestions for the board to consider.

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### SY 14-15:80 Approval of Tuition Increase (B 4.6.2)

MSC to approve the tuition increase according to the proposed schedule for the 2015 fiscal year.

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## **SY 14-15:81 Approval of Operating Budget (B 2.6.1, 2.6.3, 2.6.9.2)**

MSC to approve an operating budget of ¥724,038,000 with anticipated revenue of ¥727,664,000 for the 2015 fiscal year.

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## **SY 14-15:82 Approval of Capital Budget (B 2.6.1)**

MSC to approve a Capital Budget of ¥48,350,000 for the 2015 fiscal year.

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## **SY 14-15:83 Approval of Building Fund (B 2.6.1)**

MSC to set aside 40 million yen per year for 5 years for replacement of the elementary classroom building in 2019.

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## **SY 14-15:84 First Reading - B 2.6.2**

MSC to approve the following amendment to B 2.6.2

Current reading

- 2.6.2 Increases individual tuition and/or fees more than one percent in any one fiscal year.

Amended reading

- 2.6.2 Increases individual tuition or enrollment fees without board approval.

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## **SY 14-15:85 First Reading - B 2.5.5**

MSC to approve the following amendment to B.2.5.5

Current reading:

- 2.5.5 Maintain a head of school search fund with a 5 million yen balance for the purpose of funding head of school search expenses.

Amended reading:

- 2.5.5 Make available to the board funds as requested for head of school search expenses.

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## **SY 14-15:86 First Reading - 4.10.2.1, 4.10.2.2**

MSC to approve the following amendments to 4.10.2.1 and 4.10.2.2

Current reading:

- 4.10.2.1 Up to ¥550,000 per year for training, including attendance at conferences and workshops, retreats and monthly meetings.
- 4.10.2.2 Up to ¥250,000 annually for surveys, focus groups and opinion analyses.

Amended readings:

- 4.10.2.1 The Board chair will work with the head of school to recommend an appropriate amount for board education for the following year's budget.

Remove policy 4.10.2.2.

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## **SY 14-15:87 Ends Review - B 1.4**

Pauline Carlson led a review on Ends for B1.4 - Staff

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## **SY 14-15:88 Grievance Ad Hoc committee (B 4.8.1)**

MSC to appoint an ad hoc committee consisting of Mieke Sasaki, Karen Stoesz and Gerald May to study the board grievance policy.

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## **SY 14-15:89 Policy Cross-reference corrections - B2.2.16, B2.3.9**

MSC to approve the following corrections to B2.2.16, B2.3.9 The Governance and Policy Review committee suggested the following corrections to cross-references, as follows:

- Cross reference listed as B2.2.16 should be B2.2.17 b.
- Cross reference listed as B2.3.9 should be B2.3.8

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## **SY 14-15:90 First Reading - B 2.4.13**

MSC to approve the following amendment to B2.4.13

Current reading:

- 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.

Amended reading:

- B2.4.13 Maintain a historical archive for the preservation of the history of evangelical missions in Japan and report on its activities annually.

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## SY 14-15:91 Executive Session

The board went into executive session.

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## SY 14-15:92 Time of Prayer and Thanks for Brian

The board prayed for Brian and shared expressions of thanks for his years of service as Head of School.

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## SY 14-15:93 Approval of Head of School Succession Plan (B4.2.5)

The board discussed the proposed Head of School succession plan.

MSC to approve the succession plan as presented.

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## SY 14-15:94 Head of School Monitoring Report B 2.6., 2.7 (excluding 2.7.11) (B 2.1.1)

Brian reported himself to be in full compliance with the following policies: B 2.6. 2.7

MSC to accept the head of school's monitoring report and agree that all of the policies in the monitoring report are in full compliance.

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## SY 14-15:95 Head of School Decision Preparation Report

Brian reported on the following item:

- Official Japanese translation of mission statement. Brian recently included this in his blog page. Board agreed that the current Japanese version is acceptable.

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## SY 14-15:96 Head of School Incidental Report

Brian reported on the following items:

- WASC mid-cycle visit and report
- 2014-15 Parent Survey
- Staffing update
- March Head of School Blog: Mission Statement
- February Head of School Blog: Celebrating 65 Years
- Health and Safety Committee, Minutes
- First Aid/AED/CPR training and revised policy
- Artscape
- March 6 Staff professional development day
- Serving Japan and the world: program
- Child safety audit update

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## SY 14-15:97 Approval of Consent Agenda

MSC to approve the consent agenda items, as follows:

- Board minutes January 20, 2015
- Second readings (B 4.1.9)
- B4.5.2.3
- B4.5.2.4
- B4.5.2.2
- B4.5.2.5
- B2.9.4.1
- Finance Committee minutes February 24, 2015 (B 4.7.6.3.2)
- Governance and Policy Review minutes February 26, 2015 (B 4.7.6.3.2)
- Report on Mission Representatives Meeting (B 4.4.4)
- Notes on February 10, 2015 board training and discussion
- December 2014 Financial Statement
  - Profit and Loss | Balance Sheet
- November 2014 Financial Statement
  - Profit and Loss | Balance Sheet
- October 2014 Financial Statement
  - Profit and Loss | Balance Sheet
- September 2014 Financial Statement
  - Profit and Loss | Balance Sheet

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## SY 14-15:98 Board Housekeeping

Pauline covered the following in discussion with the board:

- Checked on who might possibly attend the MK school retreat
- Do we want to continue to have back-to-back BoD & BoC meetings?

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## SY 14-15:99 Monthly Review of Board Process – (verbal) (B 4.1.7)

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

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## SY 14-15:100 Closing Prayer

Brian closed the meeting in prayer.

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## SY 14-15:101 Adjournment

MSC to adjourn the meeting. The meeting was adjourned at 5:07 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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