



## 2015, May 19 Board of Directors Meeting

Board of Directors Meeting  
Matsukawa Place  
May 19, 2015

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### Attendance

#### Present

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

#### Ex-Officio

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

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### SY 14-15:102 Call To Order (Act of Endowment, Chapter 3, Articles 18.3, 18.8)

Pauline Carlson called the meeting to order at 11:20 a.m.

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### SY 14-15:103 Time of Prayer for the School (B4.6.7)

Board members prayed for the needs of the school.

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### SY 14-15:104 Approval of Agenda

MSC to approve the agenda.

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### SY 14-15:105 Finance Committee Reports (B 4.8.2)

Gaius Berg presented the report from the finance committee.  
Rick Seely came into the meeting to present the 2014-2015 audit.

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## SY 14-15:106 Approval of Audit (B 2.7.12.2)

MSC to accept the audit for the fiscal year April 1, 2014 to March 31, 2015.

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## SY 14-15:107 Approve Receipt of Cash Donations

MSC to acknowledge cash donations from parents, guardians, or school related persons and approve the receipt of such donations for the purpose of promoting CAJ's educational facility and equipment.

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## SY 14-15:108 Tax Deductible Status Application

MSC to approve making an application to the competent authority to obtain certified status to allow donors to claim tax deductions for such donations.

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## SY 14-15:109 Governance and Policy Review Committee Report (B 4.8.1)

Gerald May presented the Governance and Policy Review Committee report.

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## SY 14-15:110 Amend B 2.2.1.7 – First Reading

MS to amend B.2.2.1.7 as follows:

Current reading:

- 2.2.1.7 Commitment to acquire a basic knowledge of Japanese, commensurate with length of service

Amended as follows:

- B2.2.1.7 Cross-culturally aware and responsible

Approved as first reading.

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## SY 14-15:111 Amend B 4.6.5 - First Reading

MS to amend policy B 4.6.5 as follows:

Current reading:

- B4.6.5 Continuing Education Each board member is expected to make appropriate annual efforts toward continuing education in governance.

Amended as follows:

- B4.6.5 Continuing Education Each board member is committed to further her or his understanding of governance

Approved as first reading.

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## SY 14-15:112 Amend B 4.7.4 – First Reading

MS to amend policy B 4.7.4 as follows:

Current reading:

- B4.7.4 Committees will be used sparingly and ordinarily in an ad hoc capacity. This policy comes straight out of policy governance model manual. But at CAJ board, we use committees differently and their roles are already stated in B4.8.

Amended as follows:

- B4.7.4 Other than the board approved standing committees, committees will be used sparingly and ordinarily in an ad hoc capacity

Approved as first reading

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## SY 14-15:113 Amend B 2.2.1.5.2 - Second Reading

MS to amend B 2.2.1.5.2 as follows:

Current reading:

- Accordingly, the head of school shall not fail to:
  - 2.2.1 Employ staff that meet the following qualifications:
  - 2.2.1.5 Share the same beliefs as CAJ that the following areas of sexual activity are inappropriate and prohibited by Scripture:
    - 2.2.1.5.2 Homosexual activity (Rom. 1:24-27, Lev. 20:13)

Recommend to remove the Lev. 20:13 cross reference

Approved as second reading

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## **SY 14-15:114 Amend B2.2.1.5 – First Reading**

MS to amend B 2.2.1.5 as follows:

Current reading:

- B2.2.1.5 Share the same beliefs as CAJ that the following areas of sexual activity are inappropriate and prohibited by Scripture:

Amended as follows:

- B2.2.1.5 Share the same beliefs as CAJ that the following areas of sexual activity are inappropriate and prohibited by Scripture, and demonstrate a willingness and ability to abide by CAJ behavioral expectations.

Approved as first reading.

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## **SY 14-15:115 Amend B4.2.3 - First Reading**

MS to amend B4.2.3 as follows:

Current Reading:

- The board shall appoint a head of school who is qualified to carry out the program and policies of the school. Initial appointment shall require a two-thirds majority vote of the board. Contract renewal shall also require a two-thirds majority vote.

Amended as follows:

- B4.2.3 The board shall appoint a head of school who is qualified to carry out the program and policies of the school. Initial appointment shall require a two-thirds majority vote of the board of directors and simple majority vote of the board of councilors. Contract renewal shall also require a two-thirds majority vote of the board of directors.

Approved as first reading.

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## **SY 14-15:116 Board Meeting Schedule**

The board decided to keep the current schedule with the understanding that Board of Councilors meetings for the 2015-16 school year will be held on the preceding Monday morning in the March and May meetings.

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## **SY 14-15:117 Annual Board Agenda**

Pauline presented a suggested board agenda for the next school year.

MSC to approve the Annual Board Agenda for SY 2015 - 2016

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## **SY 14-15:118 Executive Session**

An Executive Session was convened at 1:00 p.m.

The Executive Session was adjourned at 3:57 p.m.

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## **SY 14-15:119 Head of School Monitoring Report (B 2.1.1)**

- Brian Vander Haak Presented his monitoring report – B 1.0
- Report on graduating seniors (according to B2.4)
- Announced acting Head of School from May 20-June 1: Rick Seely (According to B2.5.2)

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## **SY 14-15:120 Acceptance of Head of School Monitoring Report**

MSC to accept the Head of School monitoring report.

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## **SY 14-15:121 Head of School Decision Preparation Report (B 2.1.5)**

MSC to accept Brian Vander Haak as Acting Head of School July 1 - August 11, 2015: Brian (According to B2.5.3)

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## **SY 14-15:122 Head of School Incidental Report (B 2.1.5)**

- Report on Child Safety Seminar and progress on child safety audit
- Love in Action: Nepal
- Employment process changes
- New Staff Introductions

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## **SY 14-15:123 Election of Board Secretary for SY 15-16 (B 4.2.7.1.2)**

MSC to elect Karen Stoesz as board secretary for SY 15-16 to complete Gerald May's unfinished term of service.

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## SY 14-15:124 Consent Agenda (B 4.3.3)

MSC to approve the Consent agenda, as follows:

- Second readings (B 4.1.9)
- B 2.6.2
- B 2.5.5
- 4.10.2.1, 4.10.2.2
- B 2.4.13
- March 10, 2015 Board of Directors minutes
- March 10, 2015 Board of Directors Executive Action minutes (B 4.2.9.2.4, 4.2.9.4)
- May 12, 2015 Finance and Audit Committee minutes (B 4.7.6.3.2)
- April 30, 2015 Governance and Policy Review Committee minutes (B 4.7.6.3.2)
- Follow up on partial and non-compliance monitoring reports (B 4.4.6)
- Board chair report on usage of Head of School professional development funds (B 4.4.7)
- Board chair report on B 3 and B 4 (B 4.4.8)

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## SY 14-15:125 Board Housekeeping

Pauline Carlson presented a number of items for board consideration, as follows:

- Committee assignments (B.4.4.3)
- Graduation attendance Participation Poll
- Dinner with Brian location – June 9 at a Chinese restaurant in Kiyose.
- Board/staff dinner attendance: June 11, 2015 at 6:00 pm in the CAJ cafeteria

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## SY 14-15:126 Acceptance of Committee Assignments

MSC to accept board committee assignments for 2015-16

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## SY 14-15:127 Monthly Review of Board Process – verbal (B 4.1.7)

The board reviewed our process throughout today's meeting.

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## SY 14-15:128 Closing Prayer

Kenichi Shinagawa closed the meeting in prayer.

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## SY 14-15:129 Adjournment

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

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## Signing of Previous Minutes:

Board Members signed the following sets of minutes:

- March 10, 2015 Board of Directors minutes (B 4.2.9.5)
- March 10, 2015 Board of Directors Executive Action minutes (B 4.2.9.5)
- November 18, 2015 Board of Directors Executive Action minutes (B 4.2.9.5)

Respectfully Submitted,

Gerald May  
Secretary, SY 2014-15

\_\_\_\_\_(seal)  
Gerald May  
Board Secretary

\_\_\_\_\_(seal)  
Pauline Carlson  
Board Chair

\_\_\_\_\_(seal)  
Gaius Berg  
Board Member

\_\_\_\_\_(seal)  
Chong Eun Lee (Grace Fukuzawa)  
Board Member

\_\_\_\_\_(seal)  
Johanna Leenders (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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