



## 2015, November 17 Board of Directors Meeting

Board of Directors Meeting  
Matsukawa Place  
November 17, 2015

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### Attendance

#### Present

1. Pauline Carlson (ECC)
2. Daniel Sexton (OMS)
3. Kennichi Shinagawa (Member at Large)
4. Karen Stoesz (SEND)
5. Thomas Norton (Head of School)
6. Grace Fukuzawa (Chong Eun Lee) (Member at Large)

#### Ex-Officio

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

#### Absent

1. Johanna Leenders (Mieke Sasaki)
2. Gaius Berg
3. Gerald May

#### Proxies

1. Johanna Leenders (Mieke Sasaki) gave her proxy to Pauline Carlson.
2. Gaius Berg gave his proxy to Pauline Carlson.

### SY 15-16:32 Call to order (Act of Endowment, Chapter 3, Articles 18.3, 18.8)

The meeting was called to order at 8:45 am.

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### SY 15-16:33 Devotions

Taizo Morimoto led devotions. He reminded us that God is Jehovah Jireh (my provider), Jehovah Nissi (reign in victory), Jehovah Shalom (prince of peace). God sees everything and knows everything and He always provides (Gen.22:1-14). God reigns in victory (Gen.17:15-16). God gives peace (Col 3:15).

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### SY 15-16:34 Time of prayer for the school (B 4.6.7)

We spent time in prayer for staff, board, students and the school.

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### **SY 15-16:35 Approval of agenda (B 4.3.5.3)**

MSC to approve the agenda.

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### **SY 15-16:36 Board policy review: B 3.2, 3.3 (B 4.1.6)**

The board reviewed B 3.2 and 3.3.

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### **SY 15-16:37 Board Ends review: B 1.1 (students) (B 4.1.5, 4.3 Overview)**

The board reviewed B 1.1 (students).

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### **SY 15-16:38 Staff report**

Winnie Langelaar (MS principle) gave a report on recent Middle School activities.

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### **SY 15-16:39 Discussion: Strategic planning process**

The board began discussion on the strategic planning process by briefly reviewing our core values. The board discussed also the importance of keeping to the purpose for the school that was set by the founders. As an interesting note, when CAJ was working on making the change in legal status, the government officials also stressed the importance of keeping close to the original intent of the founders in starting the school.

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### **SY 15-16:40 Governance and Policy Review committee report (B 4.8.1)**

Kenichi Shinagawa gave the Governance and Policy Review Committee report.

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### **SY 15-16:41 Board Level Grievance Policy Proposal**

Governance and Policy Review Committee proposed a board level grievance policy. The board agreed with the proposal and tasked the G&PR Committee to continue working on the wording.

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### **SY 15-16:42 Amend B 4.11.2.1**

The board referred this recommendation back to the G&PR Committee.

- Current reading: B 4.11.2.1 The process of addressing a grievance is based on the following principles:
- Recommend: B 4.11.2.1 The process of addressing a complaint or grievance is based on the following principles:

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### **SY 15-16:43 Amend B 4.1.1 - First Reading**

MSC to amend B 4.1.1. as follows:

- Current Reading:

We believe that Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writings, and that they are of supreme and final authority in faith and conduct.

- Amended as follows:

We believe that all Scriptures (OT and NT) are inspired by God and without error in the original manuscripts, and are our full and final authority for faith and practice.

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### **SY 15-16:44 Amend B 4.1.2- First Reading**

MSC to amend B 4.1.2 as follows:

- Current Reading:

We believe that deriving practical applications from and modeling God's Word are essential to completing our mission consistent with biblical truth.

- Amended as follows:

We believe that in order to complete our mission, it is essential that God's Word be taught, modeled, and applied in our daily lives.

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### **SY 15-16:45 Amend B 4.1.3- First Reading**

Referred back to the G&PR Committee for further discussion.

- Current Reading: Christian Academy in Japan, in its hiring and other activities, will not discriminate on the basis of race, national origin, age, handicap, or gender. The school's activities, with the exception of personnel matters, shall be open and accessible to scrutiny by its owners, sponsors, and supporters.
- Recommend: Christian Academy in Japan, in its hiring and all other activities, will not discriminate on the basis of race, national origin, age, handicap, or gender. The school's activities, with the exception of

personnel matters and financial records, shall be open and accessible to scrutiny by its owners, sponsors, and supporters.

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## **SY 15-16:46 Amend B 4.1.8- First Reading**

MSC to amend B 4.1.8 as follows:

- Current Reading:

Though members may respectfully express their personal disagreement, each member of the board will support, as the board's position, the final determination of the board concerning any particular matter.

- Amended as follows:

Though members may respectfully express their personal disagreements, each member of the board will fully support the final decision of the board on all matters.

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## **SY 15-16:47 Grace Fukuzawa left the meeting at 12:30. She gave her proxy to Karen Stoesz.**

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## **SY 15-16:48 Definition of Evangelical**

MSC to approve the definition of "evangelical" proposed by the G&PR Committee. We define evangelical as being:

- Converted- the belief that lives need to be transformed through a "born-again" experience and a life long process of following Jesus.
- Active- the expression and demonstration of the gospel in missionary and social reform efforts.
- Bible-based- a high regard for and obedience to the Bible as the ultimate authority.
- Cross-centered- a stress on the sacrifice of Jesus Christ on the cross as making possible the redemption of humanity.

(Definitions based on a document from the National Association of Evangelicals. "What is an Evangelical?" nae.net)

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## **SY 15-16:49 Head of School Monitoring Reports: B 2.3, End – B 1.1 (students) (B 2.1.1, 2.5.1, 3.5.2.1)**

Tom Norton gave the monitoring reports. 2.3.1.2.2 English Proficiency – partial compliance. Board expects full compliance by beginning of SY 16-17.

MSC to accept the partial compliance of 2.3.1.2.2 English Proficiency and set the date of full compliance to be no later than the beginning of SY 16-17.

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## **SY 15-16:50 Acceptance of Monitoring Reports**

MSC to accept monitoring reports.

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## **SY 15-16:51 Update from Head of School on Compliance with B 2.2.8**

Tom reported full compliance with B 2.2.8.

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## **SY 15-16:52 Head of School Decision Preparation Report (B 2.1.5)**

- Business office: need for bookkeeper, accounting manager-looking at some excellent candidates.
- Language survey- sent to parents for feedback on what languages to add to the language program at the MS and HS levels.
- EAL/ Support Team – Looking at different ways to effectively support EAL needs and support needs.
- PFO (Pre Field Orientation)- orientation for living in a different culture. Tom is considering using this program to orient new staff.
- Admissions- Looking into hiring a multi-lingual staff person.
- Norton Christmas party- Tom & Sheila Norton invited the Leadership Team and board and their spouses to a Christmas party on December 5, 2015 at 11-2pm.
- Staff/Board Christmas Party- The board and their families are invited to the staff/board Christmas party on December 17, 2015 at 5pm.

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## **SY 15-16:53 Head of School Incidental Report (B 2.1.5)**

- Thrift Shop- big success.
- OCC Christmas boxes
- SSS sports day November 14, 2015
- Flossie Epley went to CPI and made some good contacts for SSS. Some Tohoku missionaries asked CAJ to consider starting a satellite school.
- Tennis team- Okinawa, Volley ball team- Korea
- Speech team – 25 students, 2 golds and the All Star award
- Robotics team – won the VEX Robotics Championship. This team gets to

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## **SY 15-16:54 Finance and Audit Committee Report (B 4.8.2)**

Pauline Carlson gave the Finance and Audit Committee report.

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## **SY 15-16:55 Consent Agenda (B 4.3.3)**

MSC to approve the consent agenda as follows:

- October 20, 2015 Board of Directors minutes (B 4.2.9.5)
- October 20, 2015 Executive Action minutes(B 4.2.9.5, 4.2.9.2.4, 4.2.9.4)
- November 5, 2015 Finance Committee minutes (B 4.7.6.3.2)
- November 12, 2015 Governance and Policy Review Committee minutes (B 4.7.6.3.2)
- Financial reports
  - 2015 Cash Flow
  - September 2015 Financial Statement
    - Profit and Loss | Balance Sheet
  - August 2015 Financial Statement
    - Profit and Loss | Balance Sheet
  - July 2015 Financial Statement
    - Profit and Loss | Balance Sheet
  - June 2015 Financial Statement
    - Profit and Loss | Balance Sheet
  - May 2015 Financial Statement
    - Profit and Loss | Balance Sheet
  - April 2015 Financial Statement
    - Profit and Loss | Balance Sheet
- Second readings (B 4.1.9)
  - B 4.9.4
  - A 4.1

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## **SY 15-16:56 Board Compliance with B 4.1 (B 4.2.2.4)**

The board reviewed these policies for compliance. B 4.1.5 – G&PR committee to review the wording of this policy to clarify its meaning.

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## **SY 15-16:57 Board Housekeeping – Date of Christmas tea**

December 17, 2015 Board/Staff Christmas tea. January 18 & 19, 2016 – meetings with Dr. Alan Pue.

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## **SY 15-16:58 Monthly Review of Board Process: paper (B 4.1.7)**

The board reviewed the board process.

- Did we, as a board, just react to the head of school or did we initiate things?
- Did we, as a board, do work that had long-term impact outside of the organization?

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## **SY 15-16:59 Closing Prayer**

Tom Norton closed in prayer.

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## **SY 15-16:60 Adjournment**

MSC to adjourn the meeting. The meeting was adjourned at 2:45 p.m.

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## **Signing of Previous Minutes (B 4.2.9.5)**

The board members signed the following sets of minutes:

- May 19, 2015 Board of Directors minutes (B4.2.9.5).
- May 19, 2015 Board of Directors Executive Action minutes (B4.2.9.5).
- October 20, 2015 Board of Directors minutes (B 4.2.9.5).
- October 20, 2015 Board of Directors Executive Action minutes (B 4.2.9.5).

Respectfully submitted,

\_\_\_\_\_ (seal)

Karen Stoesz  
Board Secretary

\_\_\_\_\_ (seal)

Pauline Carlson  
Board Chair

\_\_\_\_\_ (seal)  
Kenichi Shinagawa  
Board Vice Chair

\_\_\_\_\_ (seal)  
Daniel Sexton  
Board Member

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

\_\_\_\_\_ (seal)  
Tom Norton  
Head of School and Board Member

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