



## 2016, March 15 Board of Directors Meeting Minutes

Board of Directors Meeting  
Matsukawa Place  
March 15, 2016

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### Attendance

#### Present

1. Pauline Carlson (ECC)
2. Daniel Sexton (OMS)
3. Karen Stoesz (SEND)
4. Thomas Norton (Head of School)
5. Gerald May (TEAM)
6. Johanna Leenders (Mieke Sasaki)(CRJM)
7. Gaius Berg (for WorldVenture)

#### Ex-Officio

1. Sobi Abraham (Supervisor-Auditor)

#### Absent

1. Taizo Morimoto (Supervisor-Auditor)

#### Proxies

1. Kennichi Shinagawa (Member at Large) gave his proxy to Pauline Carlson
2. Grace Fukuzawa (Chong Eun Lee) (Member at Large and Educator) gave her proxy to Gaius Berg

### SY 15-16:94 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 15-16:95 Devotions

Tom Norton shared from James 1:14-27.

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### SY 15-16:96 Time of prayer for the school (B 4.6.7)

We spent time in prayer for board members and CAJ.

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### **SY 15-16:97 Approval of agenda (B 4.3.5.3)**

MSC to approve the agenda.

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### **SY 15-16:98 Finance and Audit Committee report (B 4.8.2)**

Gaius Berg and Tom Norton gave the Finance and Audit Committee report.

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### **SY 15-16:99 Executive Action session**

An executive action session was convened at 9:37 a.m. and adjourned at 10:25 a.m.

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### **SY 15-16:100**

Mieke Sasaki left the meeting at 10:25 a.m. She gave her proxy to Pauline Carlson.

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### **SY 15-16:101 Approval of Tuition Increase (B 2.6.2)**

MSC to approve the tuition increase for SY 16 - 17.

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### **SY 15-16:102 Approval of Operating Budget (B 2.6.1, 2.6.3, 2.6.9.1, 2.6.9.2)**

MSC to approve an operating budget of ¥780,700,000 with anticipated expenses of ¥780,384,000 for the 2016 fiscal year.

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### **SY 15-16:103 Approval of Capital Budget (B 2.6.1)**

MSC to approve the capital budget of ¥78,000,000 for the 2016 fiscal year.

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### **SY 15-16:104 Core Values Discussion (A 4.3)**

Pauline Carlson led the core values discussion. She reviewed the process of discussion from the Feb. 9, 2016 core values discussion.

Talking points:

- Core values should flow out of the statement of faith, but CAJ is not a church.
- We need to state the core values in such a way to point to student outcomes.

Brainstorming session on possible core values:

We seek to be a Christ-centered community of:

- Love and Grace
  - Celebrating God's love for us
  - Loving God with heart, soul, mind and strength
  - Welcoming each other with grace
- Faith and Hope
  - Believing and trusting in Christ's saving work
  - Hoping in Christ's promises
  - Sharing the Gospel
- Knowledge and Wisdom
  - Finding truth in God's Word (doctrinal statement)
  - Finding truth in God's creation
  - Discerning truth in all disciplines (subjects)
  - Speaking truthfully
- Servants and stewards
  - Doing justice
  - Loving mercy
  - Walking humbly (Micah 6:8)
  - Caring for creation
  - Working together
  - Doing good

Tom will give the headings to the staff to see what ideas they come up with. The board values the input from the staff.

Short statements (recurring themes) coming out of our core values: Learning. Loving. Leading.  
Learners, Lovers, Leaders.  
Learning, loving, serving together.

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### **SY 15-16:105 Governance and Policy Review Committee Report (B 4.8.1)**

Gerald May and Karen Stoesz gave the G&PR committee report.

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## SY 15-16:106 Amend B 4.1.5 – First Reading

MSC to approve the following amendment of B 4.1.5:

Current reading:

- B4.1.5 The board will direct, control, and inspire the organization through the careful establishment of broad, written policies reflecting the board's values and perspectives about ends to be achieved and means to be avoided. **The board's major policy focus will be on the intended long-term impact outside the organization, not on the administrative or programmatic means of attaining those effects.**

Amend:

- B4.1.5 The board will inspire, direct, and control the organization through the careful establishment of broad, written policies reflecting the board's values and perspectives about ends to be achieved and means to be avoided. **The board's major policy focus will be on the intended long-term impact outside of the school, not on the administrative or programmatic means of attaining those ends.**

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## SY 15-16:107 Head of School report (B 2.1.5)

Tom Norton gave the Head of School report.

2015-2016 Parent Survey Results ([http://www.caj.or.jp/survey/2015-16\\_parent/results.php](http://www.caj.or.jp/survey/2015-16_parent/results.php))

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## SY 15-16:108 Review B 2.4.14

The Governance and Policy Review committee was tasked with reviewing policy B 2.4.14.

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## SY 15-16:109 Head of School Monitoring Reports B2.1; 2.5; 2.10; Ends B 1.3 (B2.1.1, 3,5,2,1)

MSC to accept the monitoring reports

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## SY 15-16:110 Board Ends Review: B 1.3 (Culture) (B 4.1.5, 4.3 Overview)

The board reviewed B 1.3 (Culture) by answering the following question:

- What does our ownership demand from this organization in the area of culture?

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## SY 15-16:111 Board Policy Review: B 4.2 (B 4.1.6)

The board reviewed B 4.2 and tasked the Governance and Policy Review Committee with reviewing and amending the following policies:

- 4.2.1
- 4.2.3
- 4.2.8.1
- 4.2.8.3
- 4.2.9.1
- 4.2.9.2.4

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## SY 15-16:112 Board compliance: B 3.1; (B 4.1.4, 4.1.6)

The board reviewed B 3.1 for compliance.

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## SY 15-16:113 Head of School Evaluation Committee (B 4.8.4)

Karen Stoesz gave the Head of School Evaluation Committee report.

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## SY 15-16:114 Staff Survey Recommendation

MSC to accept the staff survey recommendation.

**The Head of School Evaluation Committee recommends the following:**

- The staff be surveyed starting in SY 2016-2017 regarding the policies that affect them. The survey will be coordinated with the Head of School Evaluation Committee and the Head of School.

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## SY 15-16:115 Election of Board Chair for SY 16-17 and SY 17-18 (B 4.2.7)

MSC to elect Gerald May as Board Chair for the next term.

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## **SY 15-16:116 Election of Board Vice Chair for SY 16-17 and SY 17-18 (B 4.2.7)**

MSC to elect Kenichi Shinagawa as Board Vice Chair for the next term.

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## **SY 15-16:117 Election of Vice Chair of Finance for SY 16-17 and SY 17-18. (B 4.2.7)**

MSC to elect Daniel Sexton as Vice Chair of Finance for the next term.

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## **SY 15-16: 118 Election of Board Secretary for SY 16-17 and SY 17-18. (B 4.2.7)**

MSC to elect Karen Stoesz as Board Secretary for the next term.

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## **SY 15-16:119 Approval of consent agenda (B 4.2.3, 4.7.6.3.2)**

MSC to approve the consent agenda as follows:

- January 19, 2016 Board of Directors minutes (B 4.2.9.5)
- January 19, 2016 Executive Action Minutes (B 4.2.9.5, 4.2.9.4, 4.2.9.2.4)
- March 14, 2016 Board of Directors minutes (B 4.2.9.5)
- Report on Mission Representatives meeting (B 4.4.4)
- March 8, 2016 Finance Committee minutes (B 4.7.6.3.2)
- March 8, 2016 Governance and Policy Review Committee minutes (B 4.7.6.3.2)
- February 29, 2016 Head of School Evaluation Committee minutes (B 4.7.6.3.2)
- Second readings (B 4.1.9)
  - B 3.2, 3.3
- Financial statements (B 2.7.10)
  - October 2015 Financial Statement
    - Profit and Loss | Balance Sheet
  - November 2015 Financial Statement
    - Profit and Loss | Balance Sheet
  - December 2015 Financial Statement
    - Profit and Loss | Balance Sheet
  - January Financial Statement
    - Profit and Loss | Balance Sheet
  - February Financial Statement
    - Profit and Loss | Balance Sheet
- 2016 Cash Flow

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## **SY 15-16: 120 Board housekeeping (B 4.2.7)**

- Invitation from Morrison Academy board to a joint retreat in Taiwan in October 5-7, 2016.
  - The discussion will be continued at the May 2016 BoD meeting.
- Putting old minutes on BRENDA
  - Old minutes have already been scanned into the board back-up computer that is stored in the fireproof file cabinet in the safe room. The old minutes would need to be transferred to BRENDA. These minutes would be available to board members via BRENDA, but not posted on the CAJ website. Tom was asked to ask Brian Vander Haak to take care of this.
- Annual agenda preparation for SY 16-17 (B 4.3.1, 4.3.2, 4.3.2.1)
  - Pauline Carlson and Gerald May will start working on the annual agenda.
- Inviting new board members to May board meeting
  - Pauline Carlson will invite the new board members to the May board meeting.

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## **SY 15-16: 121 Monthly review of board process: Verbal (B 4.1.7)**

The board reviewed our process by answering these questions:

- 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: 122 Closing prayer**

Gaius Berg closed in prayer.

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## **SY 15-16:123 Adjournment**

MSC to adjourn the meeting. The meeting was adjourned at 3:53 p.m.

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## **SY 15-16:124 Signing of minutes**

The board members signed the minutes and put their hanks on the following minutes:

- January 19, 2016 Board of Directors minutes
- January 19, 2016 Executive Action minutes (B 4.2.9.5)
- March 14, 2016 Board of Directors minutes

Respectfully submitted,

\_\_\_\_\_(seal)  
Karen Stoesz  
Board Secretary

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

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

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

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

\_\_\_\_\_(seal)  
Johanna Leenders (Mieke Sasaki)  
Board Member

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

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