



2016, November 15 Board of Directors Meeting

Board of Directors Meeting
Matsukawa Place
November 15, 2016

Contents

- 1 Attendance
 - 1.1 Present
 - 1.2 Supervisor-auditors
 - 1.3 Absent
- 2 SY 16-17:22 Call to order
- 3 SY 16-17:23 Devotions
- 4 SY 16-17:24 Time of prayer for the school (B 4.6.7)
- 5 SY 16-17:25 Approval of agenda (B 4.3.5.3)
- 6 SY 16-17:26 Board policy review: B 3.2, 3.3 (B 4.1.6)
- 7 SY 16-17:27 Board Ends review: B 1.1 (students) (B 4.1.5, 4.3 Overview)
- 8 SY 16-17:28 Staff member interaction : Stephanie Ban, Director of Development
- 9 SY 16-17:29 Head of School monitoring reports B 2.3, End – B 1.1 (students) (B 2.1.1, 2.5.1, 3.5.2.1)
- 10 SY 16-17:30 Acceptance of monitoring reports
- 11 SY 16-17:31 Head of School reports (B2.1.5)
- 12 SY 16-17:32 Governance and Policy Review committee report (B 4.8.1)
- 13 SY 16-17:33 Board Level Complaint or Grievance Policy Proposal-First Reading
- 14 SY 16-17:34 Finance and Audit Committee (B 4.8.2)
- 15 SY 16-17:35 Proposed Amendment for B4.2.8.3 - Second Reading
- 16 SY 16-17:36 Consent agenda (B 4.3.3)
- 17 SY 16-17:37 Board policy compliance: B. 3(B 4.2.2.4)
- 18 SY 16-17:38 Discussion:Core Value Development
- 19 SY 16-17:39 Community Governance Book Discussion - Part2, pp.14-31
- 20 SY 16-17:40 Board Housekeeping
- 21 SY 16-17:41 Monthly review of board process: Verbal (B 4.1.7)
- 22 SY 16-17:42 Closing Prayer
- 23 SY 16-17:43 Adjournment
- 24 SY16-17:44 Sign and seal (hanko) on meeting minutes by Board of Directors (B 4.2.9.5)

Attendance

Present

1. Gerald May (TEAM)
2. Kenichi Shinagawa (Member at Large and Educator)
3. Grant Buchholtz (ECC)
4. Johanna Leenders (Mieke Sasaski)(CRJM)
5. Karen Stoesz (SEND)
6. Jaine Yeong Yueh Chung (Jaine Loh) (World Venture)
7. Daniel Sexton (OMS)
8. Joel Peterson (Member at Large)
9. Anda Foxwell (Interim Head of School)

Supervisor-auditors

1. Jon Winter

Absent

1. Sobi Abraham (Supervisor-auditor)

SY 16-17:22 Call to order

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

[back to top](#)

SY 16-17:23 Devotions

Kenichi Shinagawa shared from Mark 1:14-15.

[back to top](#)

SY 16-17:24 Time of prayer for the school (B 4.6.7)

Time was spent in prayer for CAJ.

[back to top](#)

SY 16-17:25 Approval of agenda (B 4.3.5.3)

MSC to approve the agenda.

[back to top](#)

SY 16-17:26 Board policy review: B 3.2, 3.3 (B 4.1.6)

The policies in B 3.2 and B3.3 were reviewed.

[back to top](#)

SY 16-17:27 Board Ends review: B 1.1 (students) (B 4.1.5, 4.3 Overview)

Policies in B1.1 were reviewed using the Student Objectives as the basis for discussion.

B1.0 Students equipped to honor Christ and impact the world for Him (consistent with Article II and III of the Constitution.), reflects the previous wording of the mission statement.

This was referred to the Governance and Policy Review Committee for revision.

[back to top](#)

SY 16-17:28 Staff member interaction : Stephanie Ban, Director of Development

Stephanie Ban gave an overview of the process being used by the Development Department of CAJ. She presented many exciting ideas and plans in moving forward with development.

[back to top](#)

SY 16-17:29 Head of School monitoring reports B 2.3, End – B 1.1 (students) (B 2.1.1, 2.5.1, 3.5.2.1)

Anda Foxwell gave the head of school monitoring report.

[back to top](#)

SY 16-17:30 Acceptance of monitoring reports

MSC to accept the monitoring report.

[back to top](#)

SY 16-17:31 Head of School reports (B2.1.5)

Anda Foxwell gave the Head of School report.

- Child Safety policy- A Code of Conduct for any staff member and volunteer has been completed. Work on developing a parent code of conduct is in process.
- Student/parent/teacher conferences- mostly good participation by parents
- Staffing- indication of intent to continue working at CAJ is complete
- ES parent cafe
- School improvement self-study beginning
- SSS- 100 families participating
- Curriculum team- making excellent progress
- New Leadership Team is functioning very well. This is a work in progress.

[back to top](#)

SY 16-17:32 Governance and Policy Review committee report (B 4.8.1)

Kenichi Shinagawa gave the Governance and Policy Review Committee report.

The question was raised whether or not term limits for board members are needed.

This question was referred to the Governance and Policy Review Committee for further discussion.

[back to top](#)

SY 16-17:33 Board Level Complaint or Grievance Policy Proposal-First Reading

The Governance and Policy Review Committee recommends the following board level complaint and grievance process:

Recommend: B 4.11.5 Board Level Complaint or Grievance Process of addressing a complaint or grievance from board members, including the Head of School, against the Board Chair.

- Step 1 (Private Approach)
 - A person who has a complaint against the board chair is to first privately communicate the complaint verbally, giving opportunity for positive dialogue. If the board chair responds positively to the airing of the complaint, the person with the complaint is to allow an agreed-upon period of time to ensure that the complaint is resolved.
 - If the agreed-upon time passes without steps being taken toward resolution or if the board chair responds negatively and does not agree to resolve the issue, it may be necessary to proceed to step 2.
- Step 2 (With Others)
 - If resolution is not reached, the person with the complaint, along with one or more witnesses, should set a mutually convenient time to meet with the board chair. During this meeting, a written statement of the complaint should be presented to the board chair, again giving opportunity for positive dialogue. A dated, signed copy of the statement should be kept. Before proceeding to the next step, the party (parties) with the complaint must allow an agreed-upon period of time to pass so that resolution may be reached.
 - If the agreed-upon time passes without steps being taken toward resolution or if the board chair refuses to meet or responds negatively and does not agree to resolve the issue, it may be necessary to proceed to step 3.
- Step 3 (Executive Committee minus the Board Chair)
 - If resolution is still not reached, the person with the complaint and the witnesses should approach the executive committee and share the complaint. A copy of the written statement is to be given to the executive committee. They will research the complaint, talk with all primary parties, and act upon the complaint in a timely manner. The executive committee will document the decision and

will report it to all parties involved. All decisions of the executive committee are final. Those who persist in a grievance, by either word or deed, after final action of the executive committee, will be subject to discipline, up to the point of being asked to resign their position on the board.

- If the agreed-upon time passes without steps being taken toward resolution or if the board chair refuses to meet, responds negatively, or does not agree to resolve the issue, it may be necessary to proceed to step 4.
- Step 4 (Board of Directors minus the Board Chair)
 - If resolution is not reached at the executive committee level, the executive committee, minus the board chair, along with the person with the complaint must make a grievance/whistle-blowing appeal to the Board of Directors minus the Board Chair.
 - A copy of the grievance and documentation should be presented to the Board of Directors minus the Board Chair.
 - All decisions of the Board of Directors minus the Board Chair are final. Those who persist in a grievance, by either word or deed, after final action of the board, will be subject to discipline, up to the point of being asked to resign their position on the board.

MSC to accept the Board Level Complaint and Grievance Process proposal.

[back to top](#)

SY 16-17:34 Finance and Audit Committee (B 4.8.2)

Daniel Sexton gave the Finance and Audit Committee report.

[back to top](#)

SY 16-17:35 Proposed Amendment for B4.2.8.3 - Second Reading

The Finance Committee recommends the following wording change to policy B4.2.8.3.

Current reading: 4.2.8.3 Vice chairman of finances. The vice chairman of finances shall monitor the financial affairs of the school.

Proposed amendment: 4.2.8.3 Vice chair of finances. The vice chair of finances shall collaborate as necessary with the business manager regarding the financial affairs of the school.

MSC to accept the amendment as a second reading.

[back to top](#)

SY 16-17:36 Consent agenda (B 4.3.3)

- October 18, 2016 Board of Directors minutes (B 4.2.9.5)
- November 8, 2016 Finance Committee minutes(B 4.7.6.3.2)
- November 8, 2016 Governance and Policy Review Committee minutes (B 4.7.6.3.2)
- Financial reports
 - 2016 Cash Flow
 - September 2016 Financial Statement
 - Profit and Loss | Balance Sheet
 - August 2016 Financial Statement
 - Profit and Loss | Balance Sheet
 - July 2016 Financial Statement
 - Profit and Loss | Balance Sheet
 - June 2016 Financial Statement
 - Profit and Loss | Balance Sheet

MSC to accept the consent agenda.

[back to top](#)

SY 16-17:37 Board policy compliance: B. 3(B 4.2.2.4)

The policies in B3 were reviewed for board compliance.

B3.1.2.12 Commitment to acquire a basic knowledge of Japanese, commensurate with length of service, was referred to the Governance and Policy Review Committee for discussion.

[back to top](#)

SY 16-17:38 Discussion:Core Value Development

This item was tabled and will be discussed at a later date.

[back to top](#)

SY 16-17:39 Community Governance Book Discussion - Part2, pp.14-31

This item was tabled and will be discussed at a later date.

[back to top](#)

SY 16-17:40 Board Housekeeping

The following items were brought to the attention of the board members:

- Christian School Board Governance Retreat Invitation - October 2-5,2017
- Board members' intent for SY 2017-18
- Date of Board/Staff Christmas tea - December 13, 2016

[back to top](#)

SY 16-17:41 Monthly review of board process: Verbal (B 4.1.7)

The board process was reviewed.

[back to top](#)

SY 16-17:42 Closing Prayer

Grant Buchholtz closed in prayer.

[back to top](#)

SY 16-17:43 Adjournment

MSC to adjourn at 4:30 p.m.

[back to top](#)

SY16-17:44 Sign and seal (hanko) on meeting minutes by Board of Directors (B 4.2.9.5)

The board members signed the following sets of minutes:

- October 18, 2016 Board of Directors minutes
- November 8, 2016 Finance Committee minutes
- November 8, 2016 Governance and Policy Review Committee minutes

Respectfully submitted,

_____(seal)
Karen Stoesz
Board Secretary

_____(seal)
Gerald May
Board Chair

_____(seal)
Kenichi Shinagawa
Board Vice Chair

_____(seal)
Daniel Sexton
Vice Chair of Finance

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

_____(seal)
Joel Peterson
Board Member

_____(seal)
Grant Buchholtz
Board Member

_____(seal)
Jaine Yeong Yueh Chung (Janie Loh)
Board Member

_____(seal)
Anda Foxwell
Interim Head of School and Board Member

Retrieved from "https://caj.ac.jp/info/index.php?title=2016,_November_15_Board_of_Directors_Meeting&oldid=1739"