



2017, January 17 Board of Directors Meeting Minutes

Christian Academy in Japan
Board of Directors Meeting
Matsukawa Place
January 17, 2017

Contents

- 1 Attendance
 - 1.1 Supervisor-auditors:
- 2 SY16-17:45 Call to order
- 3 SY16-17:46 Devotions: Daniel Sexton
- 4 SY16-17:47 Time of prayer for CAJ (B 4.6.7)
- 5 SY16-17:48 Approval of agenda (B 4.3.5.3)
- 6 SY16-17:49 Head of School monitoring report B 2.4 End – B 1.2 (program)
- 7 SY16-17:50 Questionable compliance on 2.4.7
- 8 SY16-17:51 Acceptance of monitoring report
- 9 SY16-17:52 Finance and Audit Committee Report (B 4.8.2)
- 10 SY16-17:53 Head of School search discussion
- 11 SY16-17:54 Head of School Report (B 2.1.5)
- 12 SY16-17:55 Governance and Policy Review Committee Report (B 4.8.1)
- 13 SY16-17:56 Proposal to remove B4.9.3.7.
- 14 SY16-17:57 Proposal to remove B3.1.2.12 as a job qualification.
- 15 SY16-17:58 Discussion: Core Value Development
- 16 SY16-17:59 Consent agenda (B 4.3.3)
- 17 SY16-17:60 Approval of Finance Committee minutes
- 18 SY16-17:61 Board Ends review: B 1.2 (program)
- 19 SY16-17:62B 1.0 sent to the Governance and Policy Review Committee
- 20 SY16-17:63 Board policy review: B 3.1 (B 4.1.6)
- 21 SY16-17:64 Board policy compliance: B. 3.2, 3.3 (B 4.2.2.4)
- 22 SY16-17:65 Board housekeeping
- 23 SY16-17:66 Monthly review of board process: verbal (B 4.1.7)
- 24 SY16-17:67 Closing Prayer
- 25 SY16-17:68 Adjournment
- 26 SY16-17:69 Sign and seal (hanko) Board of Directors previous meeting minutes (B 4.2.9.5)

Attendance

1. Gerald May (TEAM)
2. Kennichi Shinagawa (Member at Large and Educator)
3. Grant Buchholtz (ECC)
4. Johanna Leenders (Mieke Sasaki)(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
2. Sobi Abraham

SY 16-17:45 Call to order

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

[back to top](#)

SY16-17:46 Devotions: Daniel Sexton

Daniel Sexton challenged us to live close to God and live the unique vision God has for us.

[back to top](#)

SY 16-17:47 Time of prayer for CAJ (B 4.6.7)

Time was spent in prayer for CAJ and for the personal needs of the board members.

[back to top](#)

SY 16-17:48 Approval of agenda (B 4.3.5.3)

MSC to remove the January 12, 2017 finance committee minutes from the consent agenda. MSC to approve the agenda as amended.

[back to top](#)

SY16-17:49 Head of School monitoring report B 2.4 End – B 1.2 (program)

Anda Foxwell and Damon Ealey, director of teaching and learning, gave the monitoring report.

Damon and Anda gave a detailed explanation of the school improvement process.

2.4.3 Maintain a board-approved school improvement process that is ends-directed and connected to the accreditation process. The process should be ongoing, sustainable, and include a system for using past data and current understanding to anticipate possible future needs and trends.

Process:

Self Study - CAJ staff (collecting data from every aspect of the school)

Strategic Plan - CAJ Board with HoS (the data from the self study will be shared to the board as the board

forms the strategic plan)
Resource Plan - CAJ support staff (uses strategic plan to create resource plan)
Development Plan - CAJ Donors (finding the funding to implement the resource plan)
Self study Process
Feb. 10 - parent survey at student led conferences
March 3 - Focus groups
May - more time for focus groups
June 12 - Focus groups
September - more time for focus groups
November 30- submit report
March 3 - The board members were invited to observe a focus group to see what is going on.

[back to top](#)

SY16-17:50 Questionable compliance on 2.4.7

The board acknowledged that the policy is in full compliance and the school is aiming towards fuller compliance. The school is meeting standards but wants to exceed the standards.

2.4.7 Collect data on student academic performance in meeting student objectives.

The current practice in education is to make sure that standards are being met.
Learning standards are aims/targets for teachers to teach toward; content has to match the standard.

[back to top](#)

SY16-17:51 Acceptance of monitoring report

MSC to accept the monitoring report.

[back to top](#)

SY16-17:52 Finance and Audit Committee Report (B 4.8.2)

Daniel Sexton and Rick Seely gave the finance committee report.

[back to top](#)

SY16-17:53 Head of School search discussion

Anda Foxwell was asked to step out of the meeting during this discussion.
The minutes on this discussion can be found in the Executive Action minutes for January 17, 2017.

[back to top](#)

SY16-17:54 Head of School Report (B 2.1.5)

Anda Foxwell explained the process that was used to implement a new leadership team structure.

- Leadership Team make up:
 - Head of School
 - Divisional principals
 - Business manager
 - Director of SSS
 - Human resources manager
 - Director of development
 - Director of teaching and learning
 - Director of information technology
 - Director of facilities
- Child safety update
 - Staff code of conduct - complete
 - Parent code of conduct - complete, in process of communication
 - Visitor code of conduct- complete, in process of communication
- Primary Principles of code of conduct for parents and visitors
 1. Visibility
 2. Accountability
 3. Appropriate use of power

Please do not take photos of children without permission from parents or a CAJ administrator.

- Upcoming events:
 - Senior night 1/20
 - SLEW 1/30-2/3
 - "You Can't Take It With You" - 2/16,17,18
 - SSS arts and skills day - 2/18
 - Robotics world championships - April
 - Updates for all staff at next HoS meeting 1/25

[back to top](#)

SY16-17:55 Governance and Policy Review Committee Report (B 4.8.1)

Kenichi Shinagawa gave the governance and policy review committee report.
Kenichi has started the process of discovery board member intent so serve for the 2017-2018 school year.

[back to top](#)

SY16-17:56 Proposal to remove B4.9.3.7.

B4.9.3.7 The six founding missions will continue to send in their mission's nominations to fill their slots on the boards.

This policy is clearly stated in the Constitution, Article IV, Founding Missions and is out of place in its current location in the board policy manual.

MSC to approve the proposal to remove B3.1.2.12.

[back to top](#)

SY16-17:57 Proposal to remove B3.1.2.12 as a job qualification.

B3.1.2.12 Commitment to acquire a basic knowledge of Japanese, commensurate with length of service. The board agrees that it is beneficial to learn Japanese while living in Japan, but it should not be considered a job qualification for the Head of School.

MSC to approve the proposal to remove B3.1.2.12.

[back to top](#)

SY16-17:58 Discussion: Core Value Development

Gerald May gave a review of board discussion to date and provided documents linked to the agenda for today's meeting.

New Suggestions:

Take each point of the statement of faith and relate them to our student objectives. The core values are the bridge between the statement of faith and the student objectives.

This discussion will be continued at the February 14, 2017 training/discussion meeting.

[back to top](#)

SY16-17:59 Consent agenda (B 4.3.3)

MSC to accept the consent agenda

- November 15, 2016 Board of Directors minutes (B 4.2.9.5)
- January 10, 2017 Governance and Policy Review Committee minutes (B 4.7.6.3.2)
- November 2016 Financial Statement
- December 2016 Financial Statement

[back to top](#)

SY16-17:60 Approval of Finance Committee minutes

MSC to approve the January 12, 2017 finance committee minutes.

[back to top](#)

SY16-17:61 Board Ends review: B 1.2 (program)

B1.2 (Program: An exemplary, sustainable, Bible-based educational program) was reviewed.

[back to top](#)

SY16-17:62B 1.0 sent to the Governance and Policy Review Committee

B1.0 Students equipped to honor Christ and impact the world for Him (consistent with Article II and III of the Constitution.) was sent to the Governance and Policy Review Committee to make the wording consistent with the current mission statement.

[back to top](#)

SY16-17:63 Board policy review: B 3.1 (B 4.1.6)

This item was tabled.

[back to top](#)

SY16-17:64 Board policy compliance: B. 3.2, 3.3 (B 4.2.2.4)

This item was tabled.

[back to top](#)

SY16-17:65 Board housekeeping

Gerald May presented the following invitations:

- Christian School Board Governance Retreat Invitation– October 2-5, 2017

This invitation will be re-visited at the February 14, 2017 board training/discussion meeting.

- Invitation to Global Leadership Summit- April 21, 22, 2017

MSC to send Gerald May to the Global Leadership Summit, April 20, 21 & 22, 2017.

[back to top](#)

SY16-17:66 Monthly review of board process: verbal (B 4.1.7)

The board reviewed the board process.

[back to top](#)

SY 16-17:67 Closing Prayer

Grant Buchholtz closed in prayer.

[back to top](#)

SY 16-17:68 Adjournment

The meeting was adjourned at 4:05 p.m.

[back to top](#)

SY 16-17:69 Sign and seal (hanko) Board of Directors previous meeting minutes (B 4.2.9.5)

The board members signed the following sets of minutes:

- November 15, 2016 Board of Directors minutes (B 4.2.9.5)
- January 12, 2017 Finance Committee minutes (B 4.7.6.3.2)
- January 10, 2017 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/Board member

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