



January 16, 2018

Christian Academy in Japan
Board of Directors Meeting
Matsukawa Place
January 16, 2018

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Attendance

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

Supervisor-auditors:

1. Sobi Abraham
2. Carol Love

SY 17-18:58 Call to order

Meeting called to order at 8:45 am.

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SY 17-18:59 Opening prayer and Devotions: Jon Winter

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SY 17-18:60 Time of sharing and prayer for CAJ (B4.6.7)

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SY 17-18:61 Approval of agenda (B 4.3.5.3)

MSC to approve agenda as amended

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SY 17-18:62 Consent agenda (B 4.3.3)

Board Ends review: B 1.2

- program is built around the core values.

Board policy review: B 3.1 (B 4.1.6)

Board policy compliance: B 3.2; 3.3 (B 4.2.2.4)

- November 7, 2017 Board of Directors minutes (B 4.2.9.5)
- December 12, 2017 Board of Directors minutes (B 4.2.9.5)
- January 9, 2018 Finance and Audit Committee minutes(B 4.7.6.3.2)(Financial Statements as received)

MSCto approve consent agenda

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SY 17-18:63 Head of School monitoring reports presented by Anda Foxwell B 2.4, End – B 1.2 (program)

- Monitoring report January 2018

- 2.4.1.1: to be discussed by the Governance and Policy Review Committee.

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SY 17-18:64 Staff member interaction: Damon Ealey, Curriculum

Coordinator

- overview of the upcoming WASC report
- school wide action plan
- Prayer needed for the right people to be on the WASC accreditation committee

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SY 17-18:65 Acceptance of monitoring report

MSC to approve the monitoring report

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SY 17-18:66 Head of School Report by Anda Foxwell (B 2.1.5)

- hiring of new staff in process
- staff technology training project
- switch to block schedule preparation
- teaching for transformation: tools for Biblical Perspective teaching in our classes
- Stephanie Ban: marketing plan in place; new school brochure
- facilities up keep

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SY 17-18:67 Finance and Audit Committee report(B 4.8.2)

- presented by Daniel Sexton

MSC to approve the Finance and Audit Committee report

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SY 17-18:68 Governance and Policy Review Committee report(B 4.8.1)

- Kenichi Shinagawa gave a verbal report on committee activities
- report about what will be happening in the next few weeks
- seeking recommendation of names for possible new board members
- discussion regarding alternating terms of service of board members so as to maintain an ongoing presence of experienced members

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SY 17-18:69 Report from Building Project Committee (Joel Peterson)

- two architects came in December. A proposal for a plan by the end of February.
- proposal of financial plans
- future action plans of the building project

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SY 17-18:70 General discussion related to Cambodia Policy Governance Conference

- discussion about Cambodia's conference pros and contras
- discussion of recommendations given to us by David Bartlett

David Bartlett report - Key categories summarized

1. Communication and IT
 - a. Sorting SOPHIE into policies and general information to make it simpler to maintain and search...comprehensive simplification of the data base.
 - b. Staff handbook compiling the "need to know" items; consolidation of parent and student handbooks to make information easier to find
 - c. Communications policy, including email guidelines
 - d. IT Masterplan
 - e. Simplification of resources to make them less dependent on 1 person
2. Development
 - a. use of market planner (already in development)
3. Leadership Team
 - a. Develop standard format for policy writing
 - b. Role clarification for reporting and accountability relationships
 - c. Explore use of Trello for clearly articulated meeting outcomes
 - d. Clarified LT portfolios
 - e. 2 executive groups formed to meet fortnightly: Education and Operations
 - f. Clarified communications protocol internally and externally
 - g. Keep a student centric focus (rather than staff centric or parent centric) for CAJ
4. LT and Board
 - a. Meet together once or twice a year to better understand ends, core values, vision for the school
 - b. Have clear leadership transition plans for both LT and Board
5. Board
 - a. More streamlined approach to meetings
6. HR/Business/Board
 - a. Continue systematic approaches to staff pro-D, discipline, welfare, work regulations, benefits, and salaries
7. Business Manager/Business Office
 - a. Improved budget processes to allow for an annual and 3-year budget planning process
 - b. Consider budget categories that include broader, K-12 approaches
 - c. KPIs for setting staff levels for the future to have a better balance with staffing needs and financial constraints
 - d. Review Resolve

- e. Consider using Fee Management Solution pack (provided with report)
 - f. Appoint new Business Manager with accounting strengths, with suggestions given for placement ads
 - g. Segregation of duties and internal accounting controls be reviewed and established
 - h. Overhaul purchasing, payables, petty cash, payroll, debtors, and financial reporting
8. SSS
- a. Consider enfolding SSS into the overall educational program of CAJ (we are talking about this already -- the timing seems right)
9. School improvement
- a. Continue developing improvement plans that are linked with strategic plan, facilities plan, staff development plan, communications plan, marketing plan and financial plan (3-year budget).

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SY 17-18:71 Board housekeeping:

February 13: meeting at Mitaka Team Center from 9am-4pm

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SY 17-18:72 Closing prayer by Carol Love

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SY 17-18:73 Adjournment

MSC to adjourn at 14:30pm

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Sign and seal (hanko) Board of Directors previous meeting minutes (B 4.2.9.5)

(KPI = key performance indicators)

Respectfully submitted,

_____ (seal)

Johanna Leenders
Board Secretary

_____ (seal)

Gerald May
Board Chair

_____ (seal)

Kenichi Shinagawa
Board Vice Chair

_____ (seal)

Daniel Sexton
Vice Chair of Finance

_____ (seal)

John Winter
Board Member

_____ (seal)

Joel Peterson
Board Member

_____ (seal)

Grant Buchholtz
Board Member

_____ (seal)

Jaine Yeong Yueh Chung (Janie Loh)
Board Member

_____ (seal)

Anda Foxwell
Head of School , Board member