

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

**Attendance:**

Gerald May (TEAM)  
Johanna Leenders (Mieke Sasaki) (CRJM)  
Joel Peterson (Member-at-Large)  
Anda Foxwell (Head of School)  
Pauline Carlson (ECC)  
Stephen Duhrkoop (OMS)  
Jeremy Seminoff (Member-at-Large and Educator)  
Jaine Chung (Jaine Loh) (Japan Baptist Fellowship)  
Karen Stoesz (SEND)

**Supervisor-Auditors**

Sobi Abraham  
Jennifer Rood

**SY18-19:23 Devotions**

Jaine Loh shared devotions from Matt. 3:16-17. Our identity in Christ is not based on what we do. God's acceptance of us is simply given, not earned.

**SY18:19:24 Time of prayer for CAJ (B4.6.7)**

Time was spent in prayer.

**SY18:19:25 Call to order / Determination of Quorum (AoE Chap 3, 18.8)**

The meeting was called to order at 9:17 a.m. All members were present.

**SY18:19:26 Approval of agenda (B 4.3.5.3)**

MSC to approve the agenda.

### **SY18:19:27 Approval of Consent Agenda (B 4.3.3)**

MSC to approve the consent agenda.

September 18, 2018 Board of Directors minutes (B 4.2.9.5)

September 18, 2018 Executive Action minutes (B 4.2.9.5, 4.2.9.2.4, 4.2.9.4)

September 6, 2018 Executive Committee minutes

July 2, 2018 Board of Directors minutes

October 5, 2018 Finance Committee minutes (B 4.7.6.3.2)

Head of School monitoring report (B 2.2, 2.9; B1.4 (Staff) (B2.1.1., 2.5.1, 3.5.2.1)

Professional growth rubric - Anda talked about how this is used

Parent responsibility agreement - Anda talked about the rationale behind introducing this agreement for use at CAJ

Board Ends review: B 1.4 - staff (B4.1.5, 4.3 Overview)

- Question to answer: What does our ownership demand from this organization in the area of staffing?
- Board Policy review: B 4.1, Governing Styles and Values (B 4.1.6)

### **SY18:19:28 Staff report – Human Resources - Pam Kumate**

Pam Kumate gave a staff report.

B2.2.11.1 Notify staff prior to the retirement age of 65 that contract terms will be renegotiated for service rendered beyond the retirement age. (SY 11-12:88)

Pam reported that there are changes coming to the retirement age in the U.S., Japan, and Canada. A review of the above policy is needed.

A copy of the chart used in the report will be filed with this set of minutes.

Jennifer Rood prayed for Pam. Gerald May thanked Pam for all her work in the HR department.

### **SY18:19:29 Head of School Report – School “Temperature Check”**

Anda Foxwell gave the HoS report.

Jacque Willson is acting Head of School Oct. 24-28 while Anda and the principals are at an EARCOS conference.

**SY18:19:30 Discussion: B 2.3.1.1.3 Non-Christian homes (Anda Foxwell)**

Gerald prayed for the afternoon sessions.

Time was spent discussing B2.3.1.1.3.

We must remain very true to the purpose of the school.

**Purpose) Act of Endowment Chapter 2**

3 The Corporate Body shall have as its purpose the establishment of a private school (hereinafter, "The School") based on the Fundamental Education Law and School Education Law, the provision of Christian based school education for the children of Christian missionaries and other Christians who live in Japan, and the development of talented people who can serve God and people.

**SY18-19:31 MSC to approve the review of the following policies by the Governance and Policy Review Committee:**

**B 2.3.1.1.3. , 2.2.11.1, 2.7.11.3, 2.7.11.3.1, 2.7.11.3.2**

**SY18:19:32 Strategic Discussion: Ends Review**

The board discussed the Ends by answering the following question:

- o What are Ends? Why do we need them?

Discussion points:

Target

End product for students and the school

Desired outcome of our activity

Where do they fit?

Static? Changing?

Foundational

Snapshot of purpose; are we actually achieving our purpose?

Purpose - Ends, Student objectives used to meet the purpose?

Russian Doll image:

Outside shell: Act of Endowment (Statement of Purpose), Next shell: Constitution, Next shell: Ends, Next shell: Vision Statement, Next shell: Mission Statement, Next shell: Core Values, Next shell: Student Objectives

Do our Ends speak to our Purpose?

When starting a school you need students, staff, facilities, finance (resources), legal compliance, program (curriculum, co-curriculum), culture, management, communication

### **Ends**

Students (Parents?)

Program

Culture (parents could fit in this category)

Staff

Finance

Facilities

Development?

Governance? Actually falls under the Act of endowment more than the ends

Constitution Article III- refers to parents

### **The board evaluated Ends B 1.4 by answering the following questions:**

Does this encapsulate the end result we desire?

Does this express that desired result clearly?

- Current reading: **End B 1.4** – Staff: Qualified Christian staff working to achieve board ends

### **SY18-19:33 Proposed amendment to Ends B 1.4- Staff (first reading)**

Current reading: **End B 1.4** – Staff: Qualified Christian staff working to achieve board ends

**Proposed amendment:**

**End B 1.4 - Staff: Christian staff who are qualified, proficient, and effective.**

MSC to amend B 1.4 Staff (first reading)

**SY18:19:34 MSC to have G&PR committee review Division B Policies section 1  
Ends 1.3 to edit the board approved values to match new core values.**

**SY18:19:35 Other items (Development discussion- to be continued at the  
November 20 BoD meeting)**

How can the board support the administration's creation of a development program?

Brainstorming: Development (ongoing discussion)

Use connections/pool resources (church member, organizations, experts)

Grant writers

Families' pastors

Student recruitment

Corporate sponsor- Japanese/American (ongoing discussion as to what is meant in  
policy regarding corporate sponsorship)

American Club

Chamber of Commerce

Missions

**SY18:19:36 Board housekeeping**

Gerald May reminded the board of upcoming meeting dates.

Nov. 20 next BoD meeting

Oct. 25 G&PR Committee meeting

Nov. 13 Finance Committee meeting

Dec.11 Board/staff Christmas tea (tentative)

**SY18:19:37 Monthly review of board process: verbal (B 4.1.7)**

The board reviewed the board process.

**SY18:19:38 Closing prayer**

Stephen Duhrkoop closed in prayer.

**SY18:19:39 Adjournment**

MSC to adjourn

**SY18-19:40 Sign and put seals on Board of Directors meeting minutes (B 4.2.9.5)**

The board members signed the following sets of minutes:

September 18, 2018 Board of Directors minutes

September 18, 2018 Executive Action minutes

September 6, 2018 Executive Committee minutes

July 2, 2018 Board of Directors minutes

October 5, 2018 Finance Committee minutes

Respectfully submitted,

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

Karen Stoesz- Secretary

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

Gerald May- Board Chair

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

Johanna Leenders (Mieke Sasaki)- Board Vice Chair

\_\_\_\_\_(seal)  
Joel Peterson- Vice Chair of Finance

\_\_\_\_\_(seal)  
Anda Foxwell- Head of School/Board Member

\_\_\_\_\_(seal)  
Pauline Carlson- Board Member

\_\_\_\_\_(seal)  
Stephen Duhrkoop- Board Member

\_\_\_\_\_(seal)  
Jeremy Seminoff- Board Member

\_\_\_\_\_(seal)  
Jaine Chung (Jaine Loh)- Board Member