

Christian Academy in Japan
Board of Directors Minutes
Matsukawa Place
1:00-4:00 p.m.
February 12, 2019

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)
Karen Stoesz (SEND)

Supervisor- Auditors

Jennifer Rood

Proxies

Jaine Chung (Jaine Loh) (Japan Baptist Fellowship)- designated Gerald May as proxy

Absent

Sobi Abraham

SY18-19:93 Call to order

The meeting was called to order at 1:05 p.m.. Stephen Duhrkoop opened in prayer.

SY18-19:94 Determination of Quorum (AoE Chap 3, 18.8)

The quorum was established according to policy.

SY18-19:95 Approval of the agenda (B 4.3.5.3)

MSC to approve the agenda.

SY18-19:96 Approval of Operating Budget for fiscal 2019 (**B 2.6.1, 2.6.3. 2.6.9.1, 2.6.9.2**)

Moved to approve an operating budget of ¥754,844,000 with anticipated expenses of ¥675,536,133 from April 1, 2019 to March 31, 2020.

Unanimously approved

SY18-19:97 Approval of Capital Budget for fiscal 2019 (**B 2.6.1**)

Moved to approve the capital budget of ¥60,000,000 from April 1, 2019 to March 31, 2020.

Unanimously approved

SY18-19:98 Approval of tuition and fee increases for School Year 2019-2020

Moved to set tuition for the 2019-20 school year with increases ranging from 0.38% to 1.04%, and increase the Facilities fee by ¥50,000.

Unanimously approved.

Moved to change fees as follows. The current EAL Entrance fee of ¥100,000 shall remain a one-time only fee for Kindergarten and Elementary new enrollments, and become an annual fee for Middle and High school entrants for up to three years. The School Support Services fee shall increase by ¥10,000 and the Distance Discount discontinued.

Unanimously approved.

SY18-19:99 Approval of Business plan for fiscal 2019-20

Moved to approve the business plan for fiscal 2019.

Unanimously approved.

SY18-19:100 Approval of demolition of bicycle parking structure and cafeteria building

Moved to approve the demolition of the current cafeteria and bicycle parking structure as part of the previously approved construction project in accordance with Act of Endowment §23:1.

Unanimously approved.

SY18-19:101 Executive Session

An executive session was convened.

SY18-19:102 Strategy Session

1. Mission Statement presentation (Anda Foxwell)

Anda Foxwell explained the process used in making a Mission Statement.

A mission statement answers the question “how.”

Proposed Mission Statement:

CAJ equips students for servant leadership by providing guidance for their spiritual journeys, cultivating individual intellectual excellence, fostering healthy relationships and

building local and global responsibility in a Christ-centered, nurturing, diverse and inspiring learning community.

Board members offered some feedback on wording (“building a sense of local and global responsibility”)

The Governance and Policy Review Committee was asked to review the proposed mission statement.

The Governance and Policy Review Committee needs to revisit the wording of policies found in B4.2 regarding the approval of the Vision statement (may need to rename the current Mission statement to become the Vision statement). May need to add the Mission statement approval to our board policies.

ENDS

Vision

Mission

Student objectives

Running along the side are the Core Values

2. ENDS review.

The members discussed the revision of 1.2 Program.

a. 1.2 Program: An exemplary, sustainable, Bible-based educational program

Brainstorming remarks:

Exemplary - mark of mastery, completion, highest level of evaluation, something that is respected

Sustainable - maintainable, takes commitment of finances, staff, not dependent on one person, continuity

Bible-based - Bible-based Christ-centered educational program

Proposed amendment (First Reading)

1.2 Program: An exemplary, sustainable, Bible-based Christ-centered educational program.

MSC to approve the proposed amendment of 1.2 Program

Due to time constraints, 1.3 Culture was not discussed.

b. 1.3 Culture: An organizational culture which reflects board-approved values (faithfulness, caring, collaboration, diversity, excellence, and stewardship) and is aware of and responsive to demographic trends

SY18-19:103 Time of Prayer

Mieke Sasaki prayed to close the meeting.

SY18-19:104 Adjournment

MSC to adjourn at 3:58 p.m.

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