

Christian Academy in Japan
Board of Directors Minutes
Matsukawa Place
8:45 a.m. - 4:00 p.m.
March 19, 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)
Jaine Chung (Jaine Loh) (Japan Baptist Fellowship)
Karen Stoesz (SEND)

Supervisor- Auditors

Jennifer Rood
Sobi Abraham

SY18-19:105 Devotions

Jennifer Rood shared from the book of Joel. As the leaders of CAJ, we were challenged to “rend” our hearts before God, who is gracious and merciful (2:13). We prayed for God’s Spirit to be poured out on the students (2:28), so that they surpass us in spiritual strength.

SY18-19:106 Time of prayer for CAJ (B 4.6.7)

Time was spent in prayer.

SY18-19:107 Call to order

The meeting was called to order at 9:16 a.m.
A quorum was established with all members present.

SY18-19:108 Approval of agenda (B 4.3.5.3)

MSC to approve the agenda as amended.

SY18-19:109 Approval of consent agenda (B 4.2.3)

MSC to approve the consent agenda.

- o January 15, 2019 Board of Directors minutes (B 4.2.9.5)
- o January 15, 2019 EA minutes
- o February 12, 2019 Board of Directors minutes
- o February 12, 2019 EA minutes
- o February 28, 2019 Extraordinary Board of Directors EA minutes
- o Amend 2.2.11
- o Amend 2.2.11.1
- o Addition of 2.2.11.2
- o Addition of 2.2.11.3
- o Addition of 4.2.9.6 B4.2.9.6 This item was removed from the consent agenda for further discussion. See SY18-19:111.
- o Addition of 4.2.9.6.1
- o Head of School Monitoring Report B2.1; Ends - B1.3 (B2.1.1, 3,5,2,1)
- o Head of School report (B 2.1.5)
- o Board policy review: B 2.1 (B 4.1.6)

SY18-19:110 Finance and Audit Committee (B 4.8.2)

Joel Peterson gave the report.

- o MSC to approve the February 5, 2019 Finance Committee minutes.
- o MSC to approve the March 12, 2019 Finance Committee minutes.
- o Approval of compensation table (B 2.9.1)
 - Note: no change for SY19-20
 - A question was asked regarding the way in which student workers are compensated. Anda Foxwell will find out if the student compensation rates need to be set at minimum wage.

SY18-19:111 Governance and Policy Review Committee (B 4.8.1)

Mieke Sasaki gave the report.

- o MSC to approve the March 15, 2019 Governance and Policy Review Committee minutes.
- o MSC to approve the February 4, 2019 Governance and Policy Review Committee minutes.
- o Recommend appointing a social activities coordinator. This person would be in contact with the HR Department (right now Rie Martin) to schedule the provision of refreshments for the monthly board meetings. They would also contact the appropriate staff person to offer to help with the board/staff events if needed. Note: the appointing of this position is the responsibility of the Chair.
- o Recommend Jonathan Reasoner (SEND) to replace Carol Suzuki on the Board of Councilors for SY19-20. - At the May Board of Directors and Board of Councilors meetings, a vote will be taken for any new and replacement members.
- o **Recommend Addition of 4.2.9.6 (First reading)**

MSC to approve the addition of B4.2.9.6 as follows:

B4.2.9.6 All board related documents will be posted to BRENDA by the board secretary or the board chair who will receive training as needed.

- Public site posting done by IT staff
- Updates to manual need to be done by IT staff

SY18-19:112 Building committee update

Joel Peterson gave the update.

MSC to receive the report with thanks.

- Rectifications on current buildings are in process. Nothing is unsafe. Example: the guard house was constructed out of compliance with current building rules. Appropriate certifications were not obtained at the time of previous construction projects. That means the buildings must be brought up to today's building code. Nothing is unsafe, but we have to comply with the current building code.
- Rectifications must be completed before the new building is used. Construction, rectifications, and demolition can all happen at the same time.
- We also need to update the electrical system on the campus.
- The new building is a good design. The new design meets the needs of the school. Cost is coming down, however cost will be firmer in the next couple of months. It's a simpler building, so should be a faster build. CAJ is working with a new architect who has designed schools in the past.
- Funding: true cost of the rectifications is not known. Might be asking for an increase in loan amount. If an increase is needed, it will be brought to the Board of Councilors and Board of Directors in May, 2019.
- Joel asked for prayer for the building committee.

SY18-19:113 Executive Session

An executive session was convened.

SY18-19:114 Board Ends review:

Board Ends 1.2 and 1.3 were discussed.

Discussion points:

- o "Sustainable" - what is the cost of/what will it take to sustain CAJ's program?
- o What do we mean by "sustainable"?
 - People in the program can keep it at a high level
 - "Sustainable" is a good benchmark - the reason we curriculum map, invest in robotics, screen staff in a certain way
- o **MSC to approve the amendment of 1.2 Program (Second Reading)**
 - 1.2 Program: An exemplary, sustainable, Bible-based, Christ-centered educational program.

Review of 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

- o Cultural environment which reflects...
- o School/Community that reflects the culture...
- o CAJ culture...
- o Educational/Social culture
- o Organizational was not just classroom. It includes staff, board
- o A culture that reflects the values of God as the author of all truth, God created humans in His image, God created humans for community.
- o Brainstorming rewordings:
 - An organizational culture which reflects our core values, God is the author of all truth, God created humans in His image, God designed humans for community, In order to serve Japan and the world for Christ
 - A culture which reflects our core values, God is the author of all truth, God created humans in His image, God created/designed humans for community, In order to serve Japan and the world for Christ
 - In order to serve Japan and the world for Christ we strive to create and preserve a culture which reflects our core values: God is the author of all truth, God created humans in His image, God created/designed humans for community,

SY18-19:115 Board housekeeping:

- o Annual agenda preparation for SY 19-20 (B 4.3.1, 4.3.2, 4.3.2.1)
- o September 17, 2019 mini retreat & time with LT
- o October 22, 2019 BoD (national holiday)
- o November 19, 2019 BoD
- o December 2019 Board/Staff Tea
- o January 21, 2020 BoD
- o January 28, 2020 mission representative meeting
- o February 11, 2020 (student led conferences. Board members to get preferential time slots on this day.)
- o March 17, 2020 board training
- o May 12, 2020 BoD

Final schedule will be voted on at the May 14, 2019 BoD meeting.

Changing the meeting room to the annex conference room was discussed. It was suggested to try it out for the May 14 BoD meeting. Gerald will cancel Harvest Hall for May 14. The Board of Councilors would still need to use Harvest Hall.

Development Committee discussion

Gerald May, Karen Stoesz, Anda Foxwell, Joel Peterson (regarding building project funding). First meeting on April 17, 2019 at 12:30 p.m.

Head of School Evaluation Committee

Gerald May, Stephen Duhrkoop and Pauline Carlson will schedule a time to meet.

Reminder of next meetings

- o Board of Councilors – May 13, 2019, 8:45 a.m., Harvest Hall
- o Board of Directors - May 14, 2018, 8:45 a.m., Annex Conference Room
 - Refreshments – Sobi Abraham
 - Devotions – Joel Peterson

SY18-19:116 Monthly review of board process: Verbal (B 4.1.7)

The process was reviewed.

SY18-19:117 Adjournment

MSC to adjourn at 3:38 p.m.

Signing and putting hanko on previous minutes (B 4.2.9.5))

The board members signed the following minutes:

- o January 15, 2019 Board of Directors minutes
- o January 15, 2019 EA minutes
- o February 12, 2019 Board of Directors minutes
- o February 12, 2019 EA minutes
- o February 28, 2019 Extraordinary Board of Directors EA 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