

Christian Academy in Japan  
Board of Directors Minutes  
Annex Meeting Room  
8:45 a.m.  
October 22, 2019

**Attendance:**

Joel Peterson (Member-at-Large)  
Anda Foxwell (Head of School)  
Pauline Carlson (ECC)  
Jeremy Seminoff (Member-at-Large and Educator)  
Jaine Chung (Jaine Loh) (Japan Baptist Fellowship)  
Daniel Sexton (OMS)  
Karen Stoesz (SEND)

**Absent**

Gerald May (TEAM)  
Jennifer Rood (Supervisor-Auditor)

**Proxy**

Lawrence Spalink (CRJM)- designated Pauline Carlson as proxy

**Supervisor- Auditors**

Sobi Abraham

**Observer**

Jean Hino - Elementary Principal

**SY19-20:13 Devotions**

Anda Foxwell led in devotions. We were reminded that the armor of God equips us to do what God has asked us to do in leading CAJ.

**SY19-20:14 Time of prayer for CAJ (B4.6.7)**

Time was spent in prayer.

**SY19-20:15 Call to order and Determination of Quorum (AoE Chap 3, 18.8)**

The meeting was called to order at 9:09 a.m.  
A quorum was established according to policy.

**SY19-20:16 Approval of agenda (B 4.3.5.3)**

MSC to approve the agenda.

**SY19-20:17 Approval of Consent Agenda (B 4.3.3)**

MSC to approve the consent agenda.

1. May 14, 2019 Board of Directors minutes (B 4.2.9.5)
2. May 14, 2019 Executive Action minutes (B 4.2.9.5, 4.2.9.2.4, 4.2.9.4)

3. September 17, 2019 Board of Directors minutes (B 4.2.9.5)
4. September 17, 2019 Executive Action minutes (B 4.2.9.5, 4.2.9.2.4, 4.2.9.4)
5. October 11, 2019 Governance and Policy Review Committee minutes (B 4.7.6.3.2)
6. October 17, 2019 Finance and Audit Committee minutes (B 4.7.6.3.2)
7. Head of School monitoring report (B 2.2, 2.9; B1.4 (Staff ) (B2.1.1., 2.5.1, 3.5.2.1)
8. Board Policy review: B 4.1, Governing Styles and Values (B 4.1.6)

### **SY19-20:18 Items from the May 14, 2019 Board of Directors minutes (B 4.1.9)**

#### **Mission Statement Approval (Second Reading)**

Proposed Mission statement: CAJ equips students for servant leadership by providing guidance for their spiritual journeys, cultivating individual excellence, fostering healthy relationships and building a sense of local and global responsibility in a Christ-centered, nurturing, diverse and inspiring learning community.

#### **MSC to approve the Mission Statement**

The Governance and Policy Review Committee was asked to discuss who needs to approve the mission statement when it is revised in the future.

#### **Amend 1.3 Culture (Second Reading)**

##### **MSC to amend 1.3 Culture as follows**

1.3 Culture: We will serve Japan and the world for Christ in a culture reflecting our core values: God is the author of all truth; God created humans in His image; God designed people for community.

#### **Amend Core Values (Second Reading)**

Recommended amendment to Core Values

**Current Reading:** God created humans for community

**MSC to Amend:** God designed people for community (Acts 2:42-47)

### **SY19-20:19 Monitoring report engagement (B3.5)**

Point B 2.9.5: "Fail to have board-approved guidelines for support raising, including that which may be raised through JCAA."

BoD voted to use Resourcing Christian Education (RCE) in October 2018. Policy amendment needed to reflect this change?

The use of JCAA is being phased out probably by the end of this school year. Anda Foxwell will report to the board when the books have been closed on the use of JCAA.

No action was taken to amend B 2.9.5.

A question was asked regarding access to SOPHIE. The IT staff are still working to redo SOPHIE. Anda Foxwell will ask Nate Rudd how to give access to board members.

### **SY19-20:20 Finance Committee Report (B 4.7.1)**

Business Manager Bryan Lewis gave the finance committee report.

Operating budget

Capital budget

5 year plan- an update will be presented at the November, 2019 Board of Directors meeting.

Jaine Loh prayed for Bryan Lewis.

### **SY19-20:21 Building Committee report**

Joel Peterson gave the building committee report

He showed us a model of the campus including the new building and the reorientation of the playgrounds, playing field, and tennis courts. The plan is about 99% done. We are proposing a 4 year plan to complete the rectifications. Approval probably in April, 2020. If everything is approved the hope is to break ground at the beginning of summer 2020.

### **SY19-20:22 Governance and Policy Review Committee Report (B 4.7.1)**

Karen Stoesz gave the governance and policy review committee report.

Board members wanting a paper copy of the board manual will be given one, but all future updates will need to be printed by the board member. At the end of the board member's term, please return the manual for shredding.

### **SY19-20:23 Report from Executive Committee (B4.8.3)**

Pauline Carlson gave the Executive committee report.

An orientation/training plan is being put together for the Board of Councilors.

MSC to accept the Executive Committee minutes of September 29, 2019 and October 17, 2019.

### **SY19-20:24 Head of School Report – School “Temperature Check”**

Anda Foxwell gave the Head of School report.

An update was given regarding the ongoing investigation of accusations of historical abuse.

MSC to accept the October 2019 Head of School Report

### **SY19-20:25 Special Report on Teaching for Transformation program – Jean Hino**

Elementary Principal Jean Hino reported on the Teaching for Transformation (TFT) program.

TFT is a teaching framework for the biblical story.

Training process: a small group received training in SY18-19 (first cohort, early adopters), 2nd cohort received training in September and will again in February, 2020.

Jean reported that this training is being integrated into the classroom.

### **SY19-20:26 Strategic Discussion: Ends Review (B 4.1.5; B 4.2.2.1)**

Pauline Carlson led in the Ends review.

- o What is an End?
  - RE-Read BRENDA Categories/Articles/Policy Governance Articles/Policy Governance® Principles/Information/ #2 A Few Principles of Policy Governance®
  - An END describes an effect not what the organization will do.
- o Evaluate the results of September Ends brainstorming session (document)
  - The Discussion with Leadership Team was reviewed.

The RAD team is in the process of reassessing the student objectives.

Brainstorming:

B1.4 - Staff was revised in SY18-19, but as a result of feedback from the Leadership Team, it is under review.

B1.4 - Staff: Christian staff who are qualified, proficient, effective, and committed to professional growth,

Possible additions: committed to the purpose of the school, achieving the board ends, supporting the head of school

Each staff member has a part in achieving the Ends in their main area of focus.

It is implicit that staff achieve the board ends. A suggestion to support the vision/mission of the school be added to the End.

B1.5 Finance: Sound Financial Practice

Seems to encompass what is needed.

B1.6 Facilities: An Attractive, safe, well-maintained facility that enhances student learning

Enhance- a bit static. Using inspire or promotes student learning is more active.

Possible revision: B 1.6 Facilities: An attractive, safe, well-maintained facility that inspires student learning

Anda was asked to let the Leadership Team know the board appreciates and values their input on the ENDS.

- o Determine next steps for Ends review this year (items to review, order, etc)
- o B1.5, B1.6 and review/make addition to B1.4 in process
- o Order of review: B1.4, B1.5, B1.6

### **SY19-20:27 Other items**

The board members signed the *Agreement with CAJ's Doctrinal Statements and Support for the Purpose of the School* document.

### **SY19-20:28 Board housekeeping**

- o BRENDA password change  
General agreement was given to change the password yearly. Karen Stoesz will work with IT staff in coming up with a password that is easy to remember.
- o BRENDA Executive Action additional password  
General agreement was given to remove the additional password for EA minutes. Only current BoD members have access to BRENDA, so the information remains secure.
- o Discuss need for use of Google addresses for all members  
An email address would be assigned to the position on the board and the password would be changed when the person in the position changes. General agreement was given to assign a caj.ac.jp email address for all BoD members.

- o Discuss need for Google Docs interaction  
Using Google Docs would enable the board to interact with reports, committee discussion, and approving minutes. The board agreed to using Google Docs as a platform for interaction prior to board meetings. A training session is needed to explain how to use Google docs. Karen Stoesz will coordinate with Gerald May in the scheduling of a training session.

**SY19-20:29 Monthly review of board process: verbal (B 4.1.7)**

Each board member was asked to make a comment about today's meeting.

**SY19-20:30 Closing prayer**

Daniel Sexton and Jeremy Seminoff closed in prayer.

**SY19-20:31 Adjournment**

MSC to adjourn at 1:45 p.m.

**SY19-20:32 Sign and put seals on Board of Directors meeting minutes (B 4.2.9.5)**

The board members signed the following sets of minutes:

May 14, 2019 Board of Directors minutes

May 14, 2019 Executive Action minutes

September 17, 2019 Board of Directors minutes

September 17, 2019 Executive Action minutes

Respectfully submitted,

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

Karen Stoesz- Secretary

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

Pauline Carlson- Board Vice Chair

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

Joel Peterson- Vice Chair of Finance

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

Anda Foxwell- Head of School/Board Member

\_\_\_\_\_(seal)  
Daniel Sexton- Board Member

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

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