

Christian Academy in Japan
Board of Directors Minutes
Annex Meeting Room
8:45 a.m.
January 21, 2020

Attendance:

Gerald May (TEAM)
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)
Karen Stoesz (SEND)
Daniel Sexton (OMS)

Supervisor- Auditors

Jennifer Rood

Directors who submitted prior opinions (written ballot) on the agenda

Lawrence Spalink (CRJM)- participated in discussions via Skype until lunch time

Absent

Sobi Abraham (Supervisor-Auditor)

SY19-20:53 Devotions

Jeremy Seminoff shared devotions. He reminded us that young and old, girls and boys are included in God's plan. God has a plan for students, families, staff. We can be confident that God cares for everyone at CAJ and has an answer for us. When making decisions today, we can be confident that God has a solution that displays his plan.

SY19-20:54 Time of prayer for CAJ (B4.6.7)

Time was spent in prayer.

SY19-20:55 Call to order / Determination of Quorum (AoE Chap 3, 18.8)

The meeting was called to order at 9:15 a.m. A quorum was established according to policy.

SY19-20:56 Approval of agenda (B 4.3.5.3)

MSC to accept the agenda as amended.

SY19-20:57 Head of School Report – School “Temperature Check”

Anda Foxwell gave the Head of School report.

SY19-20:58 Staff interaction

Human Resources Manager Pam Kumate reported on the Labor Audit conducted in November, 2019. A few work regulations need to be updated. A consultant, hired by the Labor Department, will provide aid with these updates. A mid-March deadline is set for compliance.

A report of the labor audit will be included in the Head of School report to be given at the Board of Councilors meeting February 10, 2020.

Pauline Carlson prayed for Pam Kumate.

MSC to receive the report with thanks.

SY19-20:59 Monitoring Report

Anda Foxwell and David Marshall (Director of Teaching and Learning) gave the monitoring report.

The following items were discussed:

- Teaching for Transformation - to better equip our teachers to accomplish the “for Christ” part of the vision statement. New teachers will also go through this training during their first year.
- Co-curricular activities participation
- WASC mid-cycle visit in SY 2020-2021
- Graduation credits (now with an 8 block system 50 credits are required beginning SY 2022 and beyond)

Jeremy Seminoff prayed for David Marshall.

MSC to receive the monitoring report.

SY19:20:60 Projected School Year Calendar for 2020-2023

Anda Foxwell announced the projected school year calendar for 2020-2023.

Calendar 2020-2021

- New Staff: start August 12, 2020 - end June 11, 2021
- Staff: start August 17 -- end June 11, 2021
- Students: HS & MS start August 20; ES start August 21 -- June 8
- Staff days: 190
- Student days: 180

2021 - 2022

- New staff: start Aug. 13--end June 14
- Staff: Start Aug. 18--end June 14
- Students: HS & MS start Aug. 24; ES start Aug. 25--all end June 9
- Number of staff work days: 190
- Number of student days: 180

2022 - 2023 (VERY approximate)

- New Staff: Aug. 15 -- June 14
- Staff: August 18 -- June 14
- Students -- August 23/24 -- June 9
- Number of staff work days: 190
- Number of student days: 180

A question was raised as to the practicality of announcing the starting and ending dates for the next three school years. (B2.4.6 Announce by January the starting and ending dates for the next three school years, and all holidays in the school calendar for the upcoming school year. The calendar must include no less than 175 teaching days. (SY 05-06:69))

This issue will be reviewed at the March 17, 2020 Board of Directors meeting.

SY19-20:61 Retirement Policy discussion (2.2.11 ,2.2.11.1 ,2.2.11.2, 2.2.11.3)

The Governance and Policy Review committee referred the matter to the full board for further discussion to try to answer the question whether we are to change the policy or keep it as it is.

No action was taken.

This matter will be revisited at the March 17, 2020 Board of Directors meeting when a final decision will be made. Each board member was asked to submit a suggestion for policy amendments, posting it on the google shared drive for comment.

Discussion points:

Are there compelling reasons to have a mandatory retirement age?

- Laws- Japan/International? Which countries' laws are we beholden to follow?
- It would be very difficult to apply all the laws of other countries to the governance of CAJ
- CAJ is incorporated in Japan
- Difficult to stay up to date/energy level required
- It's difficult to approach an aging teacher because of lack of performance
- Under Japanese labor laws, using a performance evaluation as a reason to let someone go is very difficult even when poor performance can be proven.
- CAJ currently has a performance review for teachers, support staff and LT. We can't easily let someone go based on performance in Japan.
- Performance based employment review requires a significant amount of time for the Head of School and principals
- Is CAJ staff centered or student centered?

Are there compelling reasons not to?

- Out of date- more and more countries are moving away from a mandatory retirement age
- Loss of knowledge base
- Ageism
- A non-discriminatory age policy is written in B 4 of the board manual
- Financial challenge for the retiring staff
- Performance evaluation puts everyone on the same level, not just based on age.
- Collecting full benefits from social security is different according to age in various countries

Options

- Retain 65 years old
- Retain 65 years old unless the school has need/both parties agree/mutually beneficial opportunity for both
- Change to 67 years old or above
- Eliminate

A Straw poll was taken:

- Retain 65 years old unless the school has need (5)
- Change to 67years old unless the school has need (5)
- Eliminate a specific age (1)

SY19-20:62 January 14, 2020 Governance and Policy Review Committee minutes (B 4.7.6.3.2)

Karen Stoesz gave the Governance and Policy Review Committee report.

The minutes were sent back to the committee for correction. They will be included on the February 10, 2020 consent agenda.

SY19-20:63 Addition of B2.4.13 (First Reading)

B2.4.13 Ensure that publications and promotional materials of the school conform to the moral and ethical standards of CAJ as expressed in our policy manual and do not endorse or promote explicitly or implicitly positions and activities that are contrary to those standards.

MSC to approve the addition of B2.4.13 (first reading)

SY19-20:64 Approval of the definition of “proselytizing religious group” from policy B2.3.1.1.3 (First Reading)

B2.3.1.1.3 Non-Christian homes, up to 20% per grade level, where the parent(s) or guardian(s) agree to cooperate with the school’s Christian objectives, provided the applicant is not from the home of a **proselytizing religious group**. (SY 12-13:77)

Proposed wording of definition:

CAJ understands a “**proselytizing religious group**” to be a non-Christian group that actively seeks to promulgate their doctrine and organization more or less aggressively as part of their faith commitment. Examples of this would be Jehovah’s Witnesses, Church of Jesus Christ of the Latter Day Saints (Mormons), other “pseudo-Christian groups” (Unification Church, etc.), some sects of Islam, Hinduism, and Buddhism, and the so-called “new religions” (Mahikari, Byakkoushinkoukai, Koufuku no Kagaku, Risshoukouseikai, etc.).

MSC to approve the above definition (first reading)

SY19-20:65 January 14, 2020 Finance and Audit Committee minutes (B 4.7.6.3.2)

MSC to receive the January 14, 2020 Finance and Audit Committee minutes.

Business Manager Bryan Lewis gave the finance report.

Recommendations for the February 10, 2020 Board of Councilors’ and Board of Directors’ meeting were reviewed. No action was taken.

- That the 2020/21 budget as presented, including the accompanying fee schedule and compensation table changes, be recommended to the Board.
- That the 2020-2024 5 Year Plan as presented be recommended to the Board.
- That it be recommended to the Board to approve up to 140m yen expenditure on rectifications and upgrades as required for new building approvals, and up to 150m yen expenditure on completion of playground and playing field upgrades following completion of the Cafeteria/Multi-purpose building (mid 2021). Revised project proposal and rationale- a paper copy will be filed
- That the 2020/21 Business Plan as presented be recommended to the Board.
- That the 160m yen of reserves in the 2019 Financial Statement’s Balance Sheet, with the title of ‘#2 Basic Fund”, plus an additional 40m yen to be transferred to the fund for the 2020

Financial year, be approved by the Board to be used for the purposes of the new building and related building rectifications.

- That it be recommended to the Board to approve the extension of our status as a 'charitable organization' in Japan, as originally obtained from the government in June 2015.

Jin Rood prayed for Bryan Lewis.

SY19-20:66 Approval of square meterage change report to the government

Changes in the reported square meterage were reported to the board.

Motion: That the reported square meterage to government of school buildings is to be adjusted to include minor alterations not previously noted, including the guard house construction (9.9m²), the kindergarten restrooms (7.66m²), alterations to the Industrial Arts building including connection and loft (8.94m²) and a reduction in area as a result of a gym balcony which was never built after drawings were submitted for the 1993 construction (-21.7m²).

Approved

Motion to amend SY19-20:66 Approval of square meterage change report to the government

Background information: Gerald May sent an email ballot to all Board of Directors. A hard copy of these ballots will be filed with this set of minutes. This item was amended per advice from Tada san, who suggested it would be better to remove all specific measurements in case a discrepancy was found in the measurements. This would eliminate the need to resubmit a report to the government.

Moved to amend SY19-20:66 to remove all specific size measurements from the action to read as follows:

That the Board note in their minutes indicate that the reported square meterage to the government of school buildings is to be adjusted to include minor alterations not previously noted. These are the guard house construction, the kindergarten restrooms, alterations to the Industrial Arts building including connection and loft, and a reduction in area as a result of a gym balcony which was never built after drawings were submitted for the 1993 construction.

Approved

SY19-20:67 Approval of Consent Agenda (B 4.3.3)

MSC to approve the consent agenda.

1. November 19, 2019 Board of Directors minutes (B 4.2.9.5)
2. November 19, 2019 Executive Action minutes (B 4.2.9.5)
3. January 9, 2020 Head of School Evaluation Committee minutes
4. January 16, 2020 Head of School Evaluation Committee minutes
5. Board Policy review: B 2.4 Program (B 4.1.6)
6. Board policy compliance: B 4.2, 4.3
7. November 19, 2019 Second Readings
 - a. **Addition of Section 4.7 Amendments** These position statements may be amended by two-thirds vote at any duly-called meeting of the board of directors, provided that two weeks' previous notice has been sent to each member of the board stating the desired change.

- b. **Rescind B2.4.13** Maintain a historical archive for the preservation of the history of evangelical missions in Japan and report on its activities annually. (cf SY14-15:34, SY14-15:124)
- c. **Amend B4.6.2** When a founding mission board member expects to be absent, the mission may appoint an observer to attend meetings in place of the absent board member. The observer will have the privilege of expression, but not the right to vote. The board member who is absent will not be deemed present through the delegating allowed here. (SY 10-11:19; SY 12-13:229)
- d. **Amend B4.6.2.1** Absent board members may discharge their responsibilities and will be considered present by submitting a written opinion and/or vote on any specific item or items of business. This method of attendance will be recorded in the minutes.

SY19-20:68 Building committee report

Joel Peterson gave a verbal report.

SY19-20:69 Review Revised Act of Endowment

Gerald May led us through the revisions per government mandate of the Act of Endowment. Final approval needed at the February 10, 2020 Board of Councilors' and Board of Directors' meeting.

SY19-20:70 Other items (as needed)

No new items were presented.

SY19-20:71 Board housekeeping

Next meeting: February 10, 2020, 1 p.m., Harvest Hall Matsukawa Place

Mission representative meeting date: April 21, 2020

SY19-20:72 Monthly review of board process: verbal (B 4.1.7)

The board process was reviewed.

SY19-20:73 Closing prayer

Daniel Sexton closed in prayer.

SY19-20:74 Adjournment

MSC to adjourn at 3:47 p.m.

SY19-20:75 Sign and put seals on Board of Directors meeting minutes (B 4.2.9.5)

The board members signed the following sets of minutes.

- November 19, 2019 Board of Directors Minutes
- November 19, 2019 Executive Action Minutes

Respectfully submitted,

_____(seal)
Karen Stoesz- Secretary

_____(seal)
Gerald May- Board Chair

_____(seal)
Pauline Carlson- Board Vice Chair

_____(seal)
Joel Peterson- Vice Chair of Finance

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

_____(seal)
Lawrence Spalink- Board Member

_____(seal)
Jeremy Seminoff- Board Member

_____(seal)
Jaine Chung (Jaine Loh)- Board Member

_____(seal)
Daniel Sexton- Board Member