

Christian Academy in Japan  
Board of Directors Minutes  
CAJ Classroom 100  
8:45 a.m.  
March 17, 2020

**Attendance:**

Gerald May (TEAM)  
Lawrence Spalink (CRJM)  
Joel Peterson (Member-at-Large)  
Anda Foxwell (Head of School)  
Pauline Carlson (ECC)  
Jeremy Seminoff (Member-at-Large and Educator)  
Karen Stoesz (SEND)  
Daniel Sexton (OMS)

**Supervisor- Auditors**

Jennifer Rood

**Absent**

Jaine Chung (Jaine Loh) (Japan Baptist Fellowship)- joined by Skype until noon  
Sobi Abraham - Supervisor-Auditor

**SY19-20:93 Devotions**

Pauline Carlson shared from Psalm 91. God is with us, watching over us. He will give us wisdom as we live our lives in order to share Christ even in the midst of this current crisis.

**SY19-20:94 Time of prayer for CAJ (B 4.6.7)**

Time was spent in prayer.

**SY19-20:95 Call to order and determination of quorum (AoE Chap 3, 18.8)**

The meeting was called to order at 9:33 a.m.. A quorum was established according to policy.

**SY19-20:96 Approval of Agenda (B 4.3.5.3)**

**MSC to approve the agenda.**

**SY19-20:97 Approval of Consent Agenda (B 4.2.3)**

**MSC to approve the consent agenda**

- January 21, 2020 Board of Directors minutes - as amended
- January 14, 2020 Governance and Policy Review Committee minutes- as amended
- February 6, 2020 Governance and Policy Review Committee minutes
- February 4, 2020 Finance and Audit Committee Minutes
- February 27, 2020 Board Executive Committee Minutes
- March 10, 2020 Finance and Audit Committee Minutes
- March 12, 2020 Governance and Policy Review Committee minutes
- Head of School Monitoring Report B2.1; Ends - B1.3 (B2.1.1, 3,5,2,1)
- **Head of School report (B 2.1.5)- Anda talked about a few points from the report. She is hoping to open school again from March 30, but is waiting for Prime**

**Minister Abe's address on March 20. A question was raised about the process used in making decisions about emergency school closures. Anda, in conjunction with the LT, along with gathering information from other international schools in the area, made the decision to close school from March 2 - 29.**

- Second Readings
  - Addition of B2.4.13
  - 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.
  - Approval of the definition of "proselytizing religious group" from policy B2.3.1.1.3
  - 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)
  - 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.).

**SY19-20:98 Retirement Age Policy review**

The retirement age policies were reviewed. Details can be found in the March 17, 2020 EA Minutes.

**SY19-20:99 Executive Session**

Jeremy Seminoff opened the executive session in prayer.

**SY19-20:100 Board Ends review**

Gerald May led in a discussion of ENDS B1.4 and B1.5.

Current reading:

**B 1.5 Finance: Sound financial practice**

**MSC to amend as a second reading B 1.5 as follows:**

**B 1.5 Finance: Sound financial practices**

Current reading:

**B 1.6 Facilities: An attractive, safe, well-maintained facility that enhances student learning**

**MSC to Amend B 1.6 as follows (first reading)**

**B 1.6 Facilities: Attractive, safe, well-maintained, up-to-date facilities that inspire, promote, and enhance student learning**

**SY19-20:101 Spiritual Formation: Review of material from fall 2019 conference.**

Gerald May reviewed teaching material from a board training conference in September, 2019. Gerald will send the slide presentations to each board member for information and engagement.

**SY19-20:102 Board housekeeping**

No specific items were presented for the Annual agenda preparation for SY 20 -21 (B 4.3.1, 4.3.2, 4.3.2.1). Gerald May will present items at the May meeting.

**Next Meetings**

Board of Councilors – May 11, 2020, 8:45 a.m., Harvest Hall

Board of Directors - May 12, 2020, 8:45 a.m., Harvest Hall

Refreshments – Sobi Abraham

Devotions – Sobi Abraham

Further discussion from the Head of School report:

- A question was asked if there is a board process in place to involve the board in emergency situations, especially school closure decisions. There are administrative policies to deal with emergency situations. Do we need board policy to deal with emergency situations or is administrative policy enough?
- Policy B4.3.5.5 deals with an emergency situation when the board cannot meet. But there is no specific policy on board involvement in emergency school closing decisions.
- As a conclusion to this matter was not reached, and as further decisions will need to be made about continuing with distance learning, Anda Foxwell was asked to inform the Executive Committee with her decision before announcing it to CAJ staff, parents, and students.
- Further discussion will take place at a later date.

As a side note, video conferencing would be allowed if there's provision for it in our Act of Endowment.

**SY19-20:103** Monthly review of board process: Verbal (B 4.1.7)

The board process was reviewed.

**SY19-20:104** Adjournment

MSC to adjourn at 3:47 p.m.

**SY19-20:105** Signing and putting hanko on previous minutes (B 4.2.9.5)

The board members signed the following sets of minutes:

- January 21, 2020 Board of Directors minutes
- February 10, 2020 Board of Directors 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)  
Daniel Sexton- Board Member