

Christian Academy in Japan
Board of Directors Minutes
Harvest Hall, Matsukawa Place and scheduled online video conference
8:45 a.m.
January 19, 2021

Attendance:

Gerald May (TEAM)
Joel Peterson (Member-at-Large)
Anda Foxwell (Head of School)
Daniel Sexton (OMS)
Jeremy Seminoff (Member-at-Large and Educator)
Pauline Carlson (ECC)
Lawrence Spalink (CRJM)
Karen Stoesz (SEND)
Jaine Chung (Jaine Loh) (Japan Baptist Fellowship) - attended by video conference

Supervisor- Auditors

Akira Endo
Takahito Iwagami- attended by video conference

SY20-21:55 Devotions

Jeremy Seminoff shared from Acts 6 and 1 Timothy 3:13.

SY20-21:56 Time of prayer for CAJ (B4.6.7)

Time was spent in prayer for CAJ.

SY20-21:57 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.

SY20-21:58 Approval of signers for today's minutes (AoE Ch. 3, 20.2)

MSC to approve Gerald May, Daniel Sexton and Lawrence Spalink as signers for these minutes.

SY20-21:59 Approval of agenda (B 4.3.5.3)

MSC to approve the agenda as presented.

SY20-21:60 January 12, 2021 Finance and Audit Committee minutes and recommendations (B 4.7.6.3.2)

MSC to approve the January 12, 2021 Finance Committee minutes.

Joel Peterson and business manager Bryan Lewis gave the finance report.

Recommendations for the February 15, 2021 Board of Councilors' and Board of Directors' meeting were reviewed. No action was taken.

- Recommend the 2021/22 budget as presented, including the accompanying fee schedule and compensation table changes
- Recommend the 2021-2025 5 Year Plan as presented
- Recommend the 2021/22 Business Plan as presented

MSC to receive the business manager's report with thanks.

SY20-21:61 January 12, 2021 Governance and Policy Review Committee minutes and recommendations (B 4.7.6.3.2)

MSC to approve the January 12, 2021 Governance and Policy Review Committee minutes.

Karen Stoesz gave the Governance and Policy Review Committee report.

The committee requests the full board have a discussion regarding the usage of the word “ownership” in the board manual in order to come to a common definition or clarify its usage in the following policies (B 4.2, 4.2.1, 4.2.1.1)

The word “ownership” in the board manual seems to have various meanings
Founding/member missions which refers to the six missions who agreed in 1961 to take responsibility and ownership of the school. (B4.2.1.1)

The evangelical missionary community in Japan (B4.2)

Moral owners (B4.2.1)

The board will discuss the usage of the word “ownership” at the February or March meeting.

SY20-21:62 Addition of B 4.6.1.1 (First Reading)

B 4.6.1.1 While physical presence at meetings is preferred, the board affirms that online attendance is legitimate attendance at board of directors and board of councilors meetings, as well as at committee meetings. When a call for a meeting is sent out, along with specifying the venue and agenda, it should be stated explicitly that attendance via video conferencing software or video conferencing app is also acceptable. Those who expect to attend a meeting via the internet in advance of the meeting should inform the board secretary in the case of board meetings, and the committee chair in the case of committee meetings.

MSC to add B4.6.1.1

SY20-21:63 Amend B 3.3.3.3, Step 1, (d) (First Reading)

Current reading:

B 3.3.3.3, Step 1, (d) Review data from the school-survey generated evaluation of the head of school (SY 10-11:19)

Amend:

B 3.3.3.3, Step 1, (d) Review data from the parent survey (SY 10-11:19)

MSC to amend B 3.3.3.3, Step 1, (d) (first reading)

SY20-21:64 Amend B 3.3.3.3, Step 1, (e) (First Reading)

Current reading:

B 3.3.3.3, Step 1, (e) Ask any additional questions relating to the job, communication/relationship with the board, personal goals, head of school’s professional development, member care issues, etc. (SY 09-10:82; SY 09-10:130; SY 11-12:83)

Amend:

B 3.3.3.3, Step 1, (e) Ask any additional questions relating to the job, communication/relationship with the board, personal goals, head of school’s professional development, member care issues, **staff survey**, etc. (SY 09-10:82; SY 09-10:130; SY 11-12:83)

MSC to amend B 3.3.3.3, Step 1, (e) (first reading)

SY20-21:65 Amend citation in B 4.2.1.1 (as a Second Reading)

B 4.2.1.1 The CAJ board informs its founding missions through their Japan leadership by means of the board minutes and any other necessary documents of special correspondence, of policies, actions, or information related to CAJ's operation, which may be considered by the board as affecting those missions in Japan or their CAJ missionary constituency in a major way. (SY07-08:131; SY 10-11:155).

MSC to amend the citation in B 4.2.1.1 (as a Second Reading)

SY20-21:66 Add citation to B 4.2.6 (as a Second Reading)

B4.2.6 The board shall hold all property belonging to the Christian Academy in Japan, Incorporated. All purchases and sales of immovable property and/or major alterations shall have the approval of three-fourths of the board and the Governor of Tokyo. (AoE Ch. 4, 23, (2)).

MSC to add the citation to B 4.2.6 (as a Second Reading)

SY20-21:67 Amend B 4.2.7.1 (First Reading)

Current reading:

B 4.2.7.1 Before May 1 the board shall elect the following: (SY 10-11:19; SY 12-13:17)

Amend:

B 4.2.7.1 As soon as possible on or after July 1, the board shall elect the following: (SY 10-11:19; SY 12-13:17)

MSC to amend B 4.2.7.1 (First Reading)

SY20-21:68 Amend B 4.2.7.2 (First Reading)

Current reading:

B 4.2.7.2 The term of office shall be for one year, beginning July 1.

Amend:

B 4.2.7.2 With the exception of the board chair who serves a two-year term, board officers and secretary serve a one-year term beginning July1.

MSC to amend B 4.2.7.2 (First Reading)

SY20-21:69 School dynamics and classroom quotas discussion

MSC to engage in a study of factors pertaining to CAJ's Christian character.

Discussion points:

- What are the dynamics that are guarding CAJ's character?
- Is the 20% quota guarding our character? B2.3.1.1.3
- What makes CAJ a Christian school?
- Students- how do students influence the character of the school?
- Staff- how does staff influence the character of the school?
- Other Christian schools
- Demographics of CAJ
- Purpose of the school
- Ownership

Guiding questions:

- What are the most effective ways to preserve and stimulate the spiritual climate at CAJ to encourage authentic relationships with Jesus Christ?
- What makes the school “Christian?”
- How do we support the current generation of missionaries in Japan?
- At what cost? What are we willing to give up?
- Is what we are today what we want to maintain?
- What do we have that we need to hold on to?
- What do we not have that we need to bring in?
- What do we need to let go?

Other ideas

- Survey families and students as to their Christian practices
- Survey staff as to their Christian practices
- Spiritual life audit
- WASC and ACSI are more aligned now - CAJ is an affiliate of ACSI but is not accredited by ACSI- does the board want to pursue accreditation through ACSI?
- Alumni survey

Action steps

- Look into what is involved in receiving accreditation with ACSI (Anda Foxwell)
- Look into a Spiritual audit (Gerald May)

Discussion will continue at the March 16, 2021 training meeting.

SY20-21:70 Strategic Plan Review

The first point under the Governance strategic plan was discussed.

“Review, validate and update governance structure every five years”

We already have a regular review of policies – but also need to review the use of Policy Governance and its effectiveness for the school

Discussion points:

- Policy Governance was approved in 2004.
- Community Governance has also been looked into somewhat.

- Review - is it meeting the needs of the school?
- Ask CAJ’s administrators how PG is working for them?

- Validate- is it still valid?

- Update - does anything need to be updated?

- Compare Policy Governance and Community Governance
- What is CAJ’s impact outside of CAJ?- outward focus
- Board member makeup

This discussion will continue at the March 16, 2021 training meeting.

SY20-21:71 Head of School Monitoring Report (B 2.4; End – B 1.2 (program) (B2.1.1., 2.5.1, 3.5.2.1))

Anda Foxwell gave the Head of School Monitoring report. She specifically shared about the newly revised students objectives.

MSC to approve the monitoring report.

SY20-21:72 Projected School Year Calendar for SY 2021-2024

Anda Foxwell announced the dates for SY 2021-2024.

Calendar 2021-2022

New Staff: start August 16, 2021 - end June 15, 2022

Staff: start August 18 -- end June 15, 2022

Students: August 24 -- June 10

Staff days: 190

Student days: 180

Note: Anda will let the board know the holiday dates for SY21-22

2022 - 2023

New staff: start Aug. 15--end June 14

Staff: Start Aug. 18--end June 14

Students: start Aug. 23-- end June 9

Number of staff work days: 190

Number of student days: 180

2023 - 2024 (VERY approximate)

New Staff: Aug. 16 -- June 14

Staff: August 17 -- June 14

Students -- August 23/24 -- June 10

Number of staff work days: 190

Number of student days: 180

Anda Foxwell asked if it is possible to announce the start and end dates for the next 2 years rather than 3 years? It is difficult to predict with accuracy that far ahead.

Current policy:

2.4.6 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 item will be discussed at the March 16, 2021 training meeting.

SY20-21:73 Head of School Report - School "Temperature" check

Anda Foxwell gave the Head of School report.

The report included the following items:

- COVID protocols being implemented
- Intentionally asking parents to contact Anda with any questions or concerns
- WASC visit will be in May, later than usual, a mid-term report is being prepared
- Fundraising
- Update on Historical Abuse Investigation

MSC to receive the Head of School report.

SY20-21:74 Board Ends review: B 1.2 (program)

The board reviewed B1.2.

B1.2 Program: An exemplary, sustainable, Bible-based, Christ-centered educational program. (SY18-19:114)

SY20-21:75 Board policy review: B 3.1

The board reviewed B3.1 Head of School Qualifications.

Current reading:

3.1 Head of School Qualifications

On behalf of the board, the head of school is responsible to advance the school's mission by implementing the school philosophy and board policies, thus promoting student learning and equipping students to **impact** the world for Christ.

This wording is outdated.

MSC to Amend B 3.1 (First Reading)

On behalf of the board, the head of school is responsible to advance the school's mission by implementing the school philosophy and board policies, thus promoting student learning and equipping students to **serve Japan and the world for Christ**.

SY20-21:76 Building Committee report

Joel Peterson gave the building committee report.

The report included the following items:

- The ARK is on schedule- completion around June 2021
- The committee is talking about the timing of the soccer field and playground project to take advantage of the COVID related restrictions on sports and other activities
- Drainage work needs to be done on the field
- Supportive response given to our request for rezoning

SY20-21:77 Development Committee report

Anda Foxwell gave the development committee report.

It was reported that donations have started to come in for the field upgrade project and the "100,000 yen challenge" continues.

SY20-21:78 Approval of Consent Agenda (B 4.3.3)

MSC to approve the consent agenda.

- November 17, 2020 Board of Directors Minutes
- November 17, 2020 Executive Action Minutes
- December 15, 2020 Head of School Evaluation Committee Minutes
- January 12, 2021 Head of School Evaluation Committee Minutes

SY20-21:79 Other items

No other items were presented.

SY20-21:80 Board Housekeeping

No housekeeping items were presented.

SY20-21:81 Monthly review of board process: verbal (B 4.1.7)

The board reviewed the board process.

Comments:

- The designated time length for discussions and reports were helpful
- Discussion-focused items were put earlier in the morning
- Appreciated the focused comments on the item being discussed

SY20-21:82 Closing prayer

Anda Foxwell closed the meeting in prayer.

SY20-21:83 Adjournment

MSC to adjourn the meeting at 2:10 p.m.

SY20-21:84 Signing of previous Board of Directors meeting minutes (B 4.2.9.5)

The designated signers signed the following sets of minutes:

November 17, 2020 Board of Directors Minutes

November 17, 2020 Executive Action Minutes

Respectfully submitted,

Karen Stoesz
Board secretary

Signers

Gerald May- Board Chair

Daniel Sexton- Board Member

Lawrence Spalink- Board Member