

**Christian Academy in Japan  
Board of Directors Minutes  
Scheduled online video conference  
8:45 a.m.  
November 16, 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) (JVENTURE)

**Supervisor- Auditors**

Akira Endo  
Takahito Iwagami- absent

**Notation conventions in the minutes:** All motions were moved and seconded.

**SY21-22:32 Devotions**

Larry Spalink shared from Deut. 6:1-9, 20-25 and Prov. 22:6.

**SY21-22:33 Time of prayer for CAJ (B4.6.7)**

Time was spent in prayer for the needs of the school.

**SY21-22:34 Call to order / Determination of Quorum (AoE Chap 3, 18.8)**

The meeting was called to order at 9:25 a.m. A quorum was established with all members present.

**SY21-22:35 Approval of signers for today's minutes**

Motion to designate Karen Stoesz and Jaine Chung (Loh), in addition to the board chair Gerald May, as signers for the minutes of the November 16, 2021 Board of Directors meeting.

Approved

**SY21-22:36 Approval of agenda (B 4.3.5.3)**

Motion to approve the agenda as presented.

Approved

**SY21-22:37 Executive Session**

See the November 16, 2021 Executive Action minutes for details.

**SY21-22:38 Strategic Discussion continued – Non-Christian Percentage Cap**

Anda reported that Michael Essenburg is happy to meet with the Board at some future time to talk about characteristics of a Christian school and how we apply that to our Christian / non-Christian quota.

Gerald May will reach out to Michael Essenburg to see if January 13 or January 17, 2022 8-10 a.m. will work in his schedule to speak to the board.

**SY21-22:39** November 2021 Head of School monitoring report (B 2.3, End – B 1.1 (students) (B2.1.1., 2.5.1, 3.5.2.1)

Anda Foxwell gave the monitoring report.

Questions were answered about rolling admissions, space available for elementary grades, and students who need resource help.

Motion to accept the November 2021 monitoring report.

Approved

**SY21-22:40** November 2021 Head of School Report - School "Temperature Check"

Anda Foxwell gave the Head of School report.

Motion to accept the November 2021 Head of School report with thanks.

Approved

**SY21-22:41** Head of School Search Committee update

Pauline Carlson gave the Head of School Search Committee update.

- 17 inquiries have been received
- 4 candidates will begin the interview process
- References have been requested
- Waiting on 2 other candidates to fill out essay questions
- Hoping to finish interviews by the end of November
- Aiming to present a final candidate to the board in December

Motion to receive the verbal report from the Head of School search committee.

Approved

**SY21-22:42** Approval of Consent Agenda (B 4.3.3)

Motion to approve the consent agenda

Approved

- October 19, 2021 Board of Directors minutes (B 4.2.9.5)
- October 19, 2021 Board of Directors Executive Action Minutes
- November 9, 2021 Finance and Audit Committee Minutes
- **Second Reading:** Amend B 4.3.6 The board shall select a process to review the school philosophy (A 4.1), vision statement (A 4.2), and mission statement (A 4.3) and their implementation in the year preceding the full WASC self-evaluation and in the year preceding the mid-term WASC review.(SY 07-08:102; SY 11-12:84, SY 14-15:68)

**SY21-22:43** November 11, 2021 Governance and Policy Review Committee Minutes and recommendations.

Karen Stoesz gave the Governance and Policy Review committee report.

An update was given on the board nomination process.

### **Policy Amendment Recommendation**

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

The committee **recommends** to the board the following revision:

### **Motion to Amend (First Reading): B2.9.5: Fail to have board-approved guidelines for support raising.**

Approved

Motion to approve the November 11, 2021 Governance and Policy Review Committee minutes.

Approved

### **SY21-22:44** Overview of WASC Visiting Committee report (see CAJ MID-CYCLE VC REPORT WORKING DRAFT For Board)

The board was made aware of the Overview of WASC Visiting Committee report on the shared drive for board member information.

### **SY21-22:45** Board Policy review: B 3.2; 3.3 Governing Styles and Values (B 4.1.6)

The board members were encouraged to review B3.2 and 3.3 on their own.

### **SY21-22:46** Board policy compliance: B 4.1

The board members were encouraged to review B4.1 on their own.

### **SY21-22:47** Head of School Evaluation Committee establishment

The Governance and Policy Review committee was asked to bring a rationale for an exception to B3.3.3 in light of Anda finishing her time as head of school at the end of this school year.

### **SY21-22:48** Other items

No other items were presented.

### **SY21-22:49** Board Housekeeping

- Reminder: EARCOS Online Seminar - *Choosing the Right Chairs and Why We Need Them Now*. Saturday, November 20, 10:00 – 11:00 a.m. The board members were encouraged to take advantage of this training opportunity.

### **SY21-22:50** Monthly review of board process (B 4.1.7)

- Significant progress was made on important issues
- Thankful for the engagement of the board members

**SY21-22:51** Closing prayer  
Akira Endo closed in prayer.

**SY21-22:52** Adjournment  
Motion to adjourn the meeting at 3:48 p.m.  
Approved

Respectfully submitted,

Karen Stoesz  
Board secretary

**Signatures**

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Gerald May- Board Chair

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Jaine Chung- Board Member

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Karen Stoesz- Board Member