

Christian Academy in Japan
Board of Directors Minutes
Scheduled online video conference
1:00 p.m.
September 13, 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.

Time with the Leadership Team

Leadership Team

Steve Willson - Facilities Manager- not in attendance
Jacquie Willson - SSS Director- not in attendance
Bryan Lewis - Business Manager
Jean Hino - Elementary School Principal
Winnie Langelaar - Middle School Principal
Nate Rudd - IT Director
Tanya Hall - High School Principal
David Marshall - Director of Teaching and Learning
Pam Kumate - HR Manager- not in attendance

Each Leadership Team member shared their reflections and goals for this school year.
Time was spent praying for the Leadership Team.

SY21-22:1 Call to order / Determination of Quorum (AoE Chap 3, 18.8)

The meeting was called to order at 2:03 p.m. A quorum was established according to policy.

SY21-22:2 Approval of agenda (B 4.3.5.3)

Motion to approve the agenda as amended.
Approved.

SY21-22:3 Approval of signers for today's minutes (AoE Ch. 3, 20.2)

Motion to designate Lawrence Spalink and Karen Stoesz, in addition to the board chair Gerald May, as signers for the minutes of the September 13, 2021 Board of Directors meeting.

Approved

SY21-22:4 Elections of Board Executive Officers for SY 2021-2022 (B 4.2.7.3)

To be facilitated by a Supervisor-Auditor, in accordance with policy B 4.2.7.3. The elections are to be done by secret ballot –written ballots received also qualify as such and will be tabulated by the meeting secretary.

Note that board chair, Gerald May, was previously elected for a two-year term from 2020-2022.

Motion: In light of the COVID pandemic and the necessity of meeting using Zoom, the board of directors decides to suspend the requirement to vote by secret ballot to elect the board executive committee members for SY 2021-2022.

Unanimously Approved

***Election of Board Vice Chair (AoE Chap 3, Art.5.3 / B 4.2.7.1.1)**

Motion to elect Jeremy Seminoff as Vice-Chair for the Board of Directors for a 1-year term beginning September 13, 2021 and ending June 30, 2022.

Approved

***Election of Vice Chair for Finance (AoE Chap 3, 5.3 / B 4.2.7.1.1)**

Motion to elect Joel Peterson as Vice Chair for Finance for the Board of Directors for a 1-year term beginning July 1, 2021 and ending June 30, 2022.

Approved

***Election of Board Secretary (B 4.2.7.1.2)**

Motion to elect Karen Stoesz as Board Secretary for the Board of Directors for a 1-year term beginning July 1, 2021 and ending June 30, 2022.

Approved

SY21-22:5 Resignation of Aileen Selander from Board of Councilors

Motion to accept the resignation of Aileen Selander as TEAM mission representative from the Board of Councilors effective September 13, 2021 (AE §27.2.2).

Approved with thanks for her many years of service.

SY21-22:6 Election of Kathy Trim to Board of Councilors

Motion to elect Kathy Trim as replacement for Aileen Selander as TEAM mission representative on the Board of Councilors effective September 13, 2021 and fulfilling the remainder of her term to June 30, 2022 (AE §25.1).

Approved

**SY21-22:7 Review of Committee Assignments
Executive Committee**

Gerald May, board chair
Jeremy Seminoff, board vice-chair
Joel Peterson, vice-chair for finance
Karen Stoesz, secretary

Finance and Audit Committee

Joel Peterson, chair
Jaine Loh
Jeremy Seminoff
Ex-officio: Anda Foxwell, head of school; Bryan Lewis, business manager; Gerald May, board chair.
(Supervisor-Auditors Akira Endo or Takahito Iwagami will attend when possible)

Governance and Policy Review Committee

Karen Stoesz, chair
Larry Spalink
Daniel Sexton
Pauline Carlson
Ex-officio: Anda Foxwell, head of school; Gerald May, board chair
(Supervisor-Auditors Akira Endo or Takahito Iwagami will attend when possible)

SY21-22:8 Change of National Covenant Property contact person

Motion to change the authorized contact person from Rick Seely to Bryan Lewis and Tetsuya Hirayama for the National Covenant Property account effective September 13, 2021.

Approved

SY21-22:9 Head of School Report

Motion to approve the Head of School report.

Approved with thanks

SY21-22:10 Historical abuse investigation

An update was given. Please see details in the Executive Action minutes dated September 13, 2021.

SY21-22:11 Update from Head of School Search Committee

Gerald May gave an update from the Head of School Search Committee at the Board of Councilors' meeting earlier in the day.

SY21-22:12 Discussion regarding intent to serve on Directors for next term, 2022-2024.

All board members were asked to consider their service and communicate their intent to Karen Stoesz, chair of the Governance and Policy Review Committee, by September 30, 2021.
All board members were also asked to provide the Governance and Policy Review Committee with names of others who might be a good fit on both boards.

SY21-22:13 Ongoing discussion items

- Transgender Issue
- Governance – Policy Governance vs. Community Governance?
- Spiritual Formation
- Non-Christian “cap” -Review 2.3.1.1.3 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) **This item will be on the agenda for the October 19, 2021 meeting.**
- Ownership
- Why CAJ Matters?
- Child safety audit

SY21-22:14 Board Housekeeping

The board members were asked to sign up for devotions, prayer lists and meeting preparations for this school year.

SY21-22:15 Review and approve minutes of this meeting

Minutes were reviewed to confirm the actions of this meeting.

Motion to approve the minutes of today’s meeting with the understanding that minor corrections may be approved at our next Board meeting.

Approved

SY21-22:16 Adjournment

Motion to adjourn at 4:17 p.m.

Approved

Respectfully submitted,

Karen Stoesz
Board secretary

Signatures

_____ (seal)
Gerald May- Board Chair

_____ (seal)
Lawrence Spalink- Board Member

_____ (seal)
Karen Stoesz- Board Member