

Christian Academy in Japan

Board of Directors Minutes

Harvest Hall and Zoom October 18, 2022, 8:45 a.m.

Attendance:

Daniel Sexton (OMS)

Tiffany Neufeld (SEND)

Matthew Jansson (TEAM)

Anne Marie Smoker (CRJM) via Zoom

Seita Sakaguchi (Member-at-Large)

Gregory Swenson (JVENTURE)

David Mawhinney (CAJ)

Jeremy Seminoff (Member-at-Large and Educator)

Supervisor- Auditors

Mark Bedow

Taizo Morimoto

Absent

Grant Buchholtz (ECC)

SY22-23:1 Opening prayer

Jeremy Seminoff shared a devotion from Psalm 33.

A time of prayer was held for CAJ.

SY22-23:23 Call to Order and Establish Quorum

The meeting was called to order at 9:01 a.m. A quorum was established with 8 members present.

SY22-23:24 Approval of Agenda

MSC to approve the agenda as presented

SY22-23:25 Approval of the Selection of the Signers of the Minutes

MSC to designate Tiffany Neufeld and Gregory Swenson, in addition to the Chairperson of the Board of Directors, as signers for the minutes of the October 18, 2022 Board of Directors Meeting.

SY22-23:26 Review and Approve Head of School Report

MSC to approve Head of School Report

SY22-23:27 CAJ Staff Members Introduction, Sharing, Prayer

Jean Hino and Steve Willson introduced themselves and shared about their work. Board members prayed for them.

SY22-23:28 Report from Finance and Audit Committee

MSC to accept the Finance and Audit Committee minutes

SY22-23:29 Proposal to JVenture

MSC to endorse the document 'Proposal to JVenture to vary ownership percentage of Matsukawa Place' and agree to forward it to JVenture for consideration at their Day of Business meeting on the 24th of October 2022.

SY22-23:30 Report from Governance and Policy Review Committee

MSC to accept the Governance and Policy Review Committee minutes

SY22-23:31 Amendment to Board Policy B.2.3.9

Current Reading of B.2.3.9: "Suspend longer than thirty days, expel students, deny re-enrollment on non-academic grounds, or re-enroll previously expelled students, without board approval unless the action is taken for delinquent accounts." (SY 09-10:9)

MSC to amend B.2.3.9 to "Accordingly, the head of school shall not fail to consult with the board chair before making the decision to expel a student or suspend a student for

more than thirty days, nor fail to inform the board when these decisions are made.” (first reading)

SY22-23:32 Head of School Monitoring Reports

MSC to accept the head of school monitoring reports on policies B 2.1 and B 2.3

SY 22-23:33 Board Policy Review (B 4.1.6)

B 4.0 and B 4.1 were reviewed

SY 22-23:34 Monthly review of board process: verbal (B.4.1.7)

When discussing potential changes to policy wording, efforts should be made to prioritize policies that most immediately and importantly affect school operation.

Board members are expected to read materials ahead of time. Time can be saved by doing less reading of reports and policies during the meetings.

SY22-23:35 Closing Prayer

Matthew Jansson prayed to close the meeting.

SY22-23:36 Adjournment

MSC to adjourn at 2:32 p.m.

Respectfully submitted,

Jeremy Seminoff, acting secretary

Signatures

_____ (seal) Daniel Sexton - Board Chair
_____ (seal) Tiffany Neufeld - Board Member
_____ (seal) Gregory Swenson - Board Member