

CAJ Board of Directors Meeting Minutes
Tuesday, March 14, 2023, 8:45 a.m.
Matsukawa Place – Harvest Hall

Attendance:

Daniel Sexton (OMS)
Tiffany Neufeld (SEND)
Grant Buchholtz (ECC)
Matthew Jansson (TEAM) (Written Response)
Anne Marie Smoker (CRJM)
Seita Sakaguchi (Member-at-Large)
Gregory Swenson (JVENTURE)
David Mawhinney (CAJ)
Jeremy Seminoff (Member-at-Large and Educator)

Supervisor- Auditors

Taizo Morimoto

Guest: Selwyn Chua

SY22-23:92 Devotions

Tiffany Neufeld shared from Matthew 5 about the Beatitudes.

SY22-23:93 Time of Prayer for CAJ

SY22-23:94 Call to Order / Determination of Quorum

The meeting was called to order at 8:50 a.m. A quorum was established with 9 members present.

SY22-23:95 Approval of signers for today's minutes

MSC to designate Anne Marie Smoker and Tiffany Neufeld, in addition to the Chairperson of the Board of Directors, as signers for the minutes of the March 14, 2023 Board of Directors Meeting.

SY22-23:96 Approval of Agenda

MSC to approve the agenda as presented.

SY22-23:97 Introduction of new Business Manager Selwyn Chua

The board welcomed and introduced ourselves with the new business manager, who is visiting this week before starting in his role in August.

SY22-23:98 Review and Approve Finance and Audit Committee Minutes-Tiffany Neufeld, Vice-Chair for Finance

MSC to accept the report from the Finance Committee.

An Executive Session was convened.

SY22-23:99 Break

SY22-23:100 CAJ Staff Members Introduction, Sharing, Prayer

Pam Kumate, the human resources manager, introduced herself and shared about her work. The board prayed for her.

SY22-23:101 Head of School Monitoring Report

MSC to accept the head of school monitoring reports on policies B 2.4.

SY22-23:102 Head of School Report

MSC to accept the head of school report.

SY22-23:103 Report of Alumni Reunion from Anda

David reported on the alumni reunion from Anda Foxwell. There were 160 alumni who gathered in San Diego on February 24-26, 2023.

SY22-23:104 Second Reading: SY22-23:16 Motion to remove the following board policy from the manual. B 2.9.2 Fail to honor the financial commitments made to long-term direct hire staff continuously employed at CAJ since SY 95-96. (See SY 97-98:215, revised SY 99-00:192; SY 00-01:17; 218-222; EA SY 05-06:5)

MSC to approve the removal of board policy B 2.9.2. The Policy and Governance Committee will look at policies related to financial commitments and retirement.

SY22-23:105 Approval of Consent Agenda (B 4.2.3)

- a. **Second Reading: SY22-23:85 Amendment to Board Policy**
B.2.2.10 Current reading of B.2.2.10 is: When hiring principals, the business manager, or the director of School Support Services, bring the respective candidate's file to the board meeting for review, discussion and approval. (SY 07-08:72; SY09-10:140; SY 11-12:183)

MSC to amend policy B.2.2.10 to "Consult with the board before making the decision to hire a principal or a business manager."
(First Reading)

- b. **Second Reading: SY22-23:86 Amendment to Board Policy**
B.2.2.6 Current reading of B.2.2.6 is: Have guidelines for hiring divorced applicants.

MSC to remove the B.2.2.6 policy. (First Reading)

- c. **Second Reading: SY22-23:87 Amendment to Board Policy**
B.2.1.7 Current reading of B.2.1.7 is: Deal with the board as a whole, except when fulfilling individual requests for information, or responding to officers and committees duly charged by the board.

MSC to amend B.2.1.7 to "Deal with the board as a whole, except when fulfilling individual requests for information, or communicating with officers and committees duly charged by the board." (First Reading)

- d. **Second Reading: MSC to approve the addition of B.2.1.7.1,**
which states "In matters of urgency and/or confidentiality the head of school may consult with the board chair before informing the board as whole." (First Reading)

MSC to approve the consent agenda.

SY22-23:106 Review and Approve dates for Board of Directors and Board of Councilors meetings for 2023-2024.

- Tuesday, September 12, 2023 8:45 a.m. **Board of Directors**
- Tuesday, October 10, 2023 8:45 a.m. **Board of Directors**
- Tuesday, November 14, 2023 8:45 a.m. **Board of Directors**
- Tuesday, January 16, 2024 8:45 a.m. **Board of Directors**

- Tuesday, February 20, 2024 8:45 a.m. **Board of Councilors** (budget & board elections) **Board of Directors** after BoC meeting
- Tuesday, March 12, 2024 8:45 a.m. **Board of Directors**
- Tuesday, May 14, 2024 8:45 a.m. **Board of Councilors** (audit review, year review and board elections) **Board of Directors** after BoC meeting

MSC to approve these dates for board meetings in 2023-2024.

SY22-23:107 Discussion on Mission Hire Staff

David gave a brief report on Mission Hire Staff.

SY22-23:108 Other Business

The HoS Evaluation committee will meet in the near future to conduct an evaluation of the Head of School. They will report at the May meeting.

David suggested a review of the Strategic Plan from Fall 2023, as the school will also begin preparations for the WASC accreditation.

MSC to change the date of the next Board of Directors meeting from Tuesday, May 16th to Monday, May 15th after the Board of Councilors meeting.

SY22-23:109 Monthly review of board process: verbal (B.4.1.7)

The board suggested an effort to

SY22-23:110 Next Meetings:

- Board of Councilors – Monday May 15, 2023 8:45 a.m. KCC
- Board of Directors – Monday May 15, 2023 after BOC KCC

SY22-23:111 Approval of Today's Minutes

MSC to approve the minutes.

SY22-23:112 Closing Prayer

Greg Swenson prayed to close the meeting.

SY22-23:113 Adjournment

MSC to adjourn at 1:45 p.m.
Respectfully submitted,
Grant Buchholtz, secretary

Signatures

_____	(seal) Daniel Sexton - Board Chair
_____	(seal) Anne Marie Smoker - Board Member
_____	(seal) Tiffany Neufeld - Board Member