CAJ Board of Directors Meeting Minutes
Tuesday, May 14, 2024
After BoC meeting
Matsukawa Place Harvest Hall

Attendance

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

Supervisor-Auditors
Taizo Morimoto
Mark Bedow (supervisor auditor)

SY23-24:131 Prayer- Mark Bedow

SY23-24:132 Call to Order and Determination of Quorum

The meeting was called to order at 11:13 a.m. A quorum was established with 9 members

present.

SY23-24:133 Approval of Agenda

MSC to approve the agenda as presented.

SY23-24:134 Approval of signers for today's minutes

MSC to designate Grant Buchholtz and Tiffany Neufeld, in addition to the Chairperson of the Board of Directors, as signers for the minutes of the May 14, 2024 Board of Directors Meeting.

SY23-24:135 Motion to accept the Audited Financial Statements

MSC to approve the results for the fiscal year April 1, 2023 – March 31, 2024 with revenue of ¥969,045,046 and expenses of ¥898,710,319 resulting in an accounting surplus, after depreciation of ¥88,711,554 of ¥ 70,334,717.

SY23-24:136 Motion to accept the Supervisor Auditors' audit report for 2023-2024.

MSC to accept the Supervisor Auditors' audit report.

SY23-24:137 Motion to approve the third-party audit for financial year April 1, 2023 to March 31, 2024 (Act of Endowment, Chapter 4 #23.1)

MSC to approve the third-party audit.

SY23-24:138 Motion to approve the Business Report for 2023-2024.

MSC to approve the Business Report.

SY23-24:139 Review and Motion to accept the May 2024 HoS Monitoring Report

MSC to accept Head of School Monitoring Report of B.2.7, Financial Conditions & Activities, B 2.8, Asset Protection, and B 2.10, Donors, Donations, Fund-raising, & Promotion.

SY23-24:140 Board Ends Review B 1.5 (Sound financial practice), B 1.6 (Facilities)

MSC to accept the review of B 1.5, Sound financial practice, and B 1.6, Facilities.

SY23-24:141 Consent agenda

MSC to accept the consent agenda, which includes: May 2024 Head of School Report, May 7, 2024 Finance Committee Minutes/Agenda, and the Monitoring partial or non-compliance report (Board Chair report).

SY23-24:142 Board Chair report on Head of School Professional development funds usage and compliance with B.3 and B.4 policies

MSC to accept the report on Head of School Professional Development funds usage and compliance with B.3 and B.4 policies.

SY23-24:143 Act of Endowment articles – Discussion (David)

MSC to approve the proposed changes to the Act of Endowment, including the number of Board of Directors as nine, while the Board of Councilors will consist of ten members.

SY23-24:144 Board Policy relating to sexuality and gender – Discussion (David, Seita, Jay)

MSC to approve, as a first reading, the CAJ board statement on student sexuality and gender policy. It will be brought to the Leadership Team for review.

MSC to approve, as a first reading, the CAJ board statement on the theology of sexuality and gender. It will also be brought to the Leadership Team for review.

SY23-24:145 Executive Session

The Head of School Evaluation Committee gave a positive report from their findings of various constituencies regarding the head of school.

SY23-24:146 Approve Annual Agenda for SY 2024-2025

MSC to approve the Annual Agenda for SY24-25.

SY23-24:147 Governance & Policy Review Committee items:

1. **SY23-24:118 The Governance and Policy Review committee is recommending that we add the following policies to the board manual.**

   B3.3.5. The board shall not fail to review annually the head of school contract, compensation, and benefits.

   MSC to add this policy to the board manual, as a second reading.

2. **SY23-24:119 Recommendation from the Head of School evaluation committee to amend B3.3.3.3. Currently B3.3.3.3 reads like this:**

   3.3.3.3 A Head of School Evaluation Committee will be formed. Step 1: The committee will meet to (SY 13-14:23)

a. Review a self-evaluation written by the head of school from his or her job description. (SY 13-14:24)

b. Review data from the Leadership Team evaluation of the head of school (SY 10-11:19; SY 11-12:32)

d. Review data from the parent survey (B2.1.4.1) (SY 10-11:19; SY20-21:95)
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; SY20-21:95)

Step 2: The committee will report the contents of the meeting to the full board for discussion without the head of school present at the board meeting following the evaluation.
Step 3: The committee will meet with the head of school, preferably within a week of that board meeting, to report any suggestions from the full board and evaluate the process. (SY 07-08:11; SY 07-08:148)

We think it might be better to remove Step 1c and include it as part of step 2 and so that the board evaluation of the head of school can be carried out with the knowledge of data collected in Step 1, parts a, b, d, and e.

MSC to accept changes to this policy by moving 1c into Step 2, as a second reading.

MSC to accept the draft from the policy committee regarding the new reading of policy 2.4, Programs and Services. This would be the first reading.

MSC to accept the Governance and Policy Committee minutes.

SY23-24:148 Any other items for the Board of Directors:

Review CAJ Board Meeting Schedule for September meeting. It is now set for Tuesday, September 17th.

The election of new officers is scheduled for July 1, 2024.

Nominations for officers:

Secretary- Grant Buchholtz

Finance- Jeremy Seminoff

Chair of Governance and Policy Committee- Seita Sakaguchi

Vice Chair- Greg Swenson

Chair- Anne Marie Smoker? Nicholas Petkoff?

Confirm Attendees at Sept. Board Governance Conference:
Going: Anne Marie, Greg, Jeremy, Grant, Mark, David
Not Going: Daniel, Chad, Nick, Taizo, Seita

SY23-24:149 Review and approve minutes of this meeting

MSC to approve today's minutes.

SY23-24:150 Prayer & Adjournment

David Mawhinney closed the meeting in prayer.

SY23-24:151 Adjournment

Respectfully submitted, Grant Buchholtz, secretary

Signatures
_____________________________ (seal) Daniel Sexton - Board Chair
_____________________________ (seal) Grant Buchholtz - Board Member

_____________________________ (seal) Tiffany Neufeld - Board Member