

CAJ Board of Directors Meeting Minutes
Tuesday, February 20, 2024, 11:22 a.m. After BoC Meeting
Matsukawa Place – Harvest Hall

Attendance

Daniel Sexton (OMS)
Tiffany Neufeld (SEND)
Grant Buchholtz (ECC) (sent response to consent agenda)
Anne Marie Smoker (CRJM) (left at 12:00)
Seita Sakaguchi (Member-at-Large)
Gregory Swenson (JVENTURE)
David Mawhinney (CAJ)
Jeremy Seminoff (Member-at-Large and Educator)
Nicholas Petkoff (TEAM) (left at 12:14)

Supervisor-Auditors

Taizo Morimoto

Absence

Mark Bedow (supervisor auditor)

SY23-24:86 Call to Order / Determination of Quorum

The meeting was called to order at 11:22 a.m. A quorum was established with 9 members present.

SY23-24:87 Approval of Agenda

MSC to approve the agenda as presented.

SY23-24:88 Approval of signers for today's minutes

MSC to designate Anne Marie Smoker and Gregory Swenson, in addition to the Chairperson of the Board of Directors, as signers for the minutes of the February 20, 2024 Board of Directors Meeting.

SY23-24:89 Report from Finance and Audit Committee (Tiffany Neufeld)

MSC to approve Finance Committee Minutes from Feb 8, 2024.

SY23-24:90 Approval of Fiscal 2024 Operating Budget (Ex. 1)

MSC to approve an operating budget of ¥878,992,600 revenues (net of scholarship and bad debt expenses of 70,500,000) with anticipated expenses of ¥782,119,981 plus depreciation of approximately 90,000,000 from April 1, 2024, to March 31, 2025, producing a cash surplus of ¥96,872,619.

SY23-24:91 Approval of Fiscal 2024 Capital Budget (Ex. 2)

MSC to approve the capital budget of ¥91,410,000 from April 1, 2024, to March 31, 2025, including ¥42,000,000 usual operating capital expenditure, ¥49,410,000 loan repayments.

SY23-24:92 Approval of tuition and fee increases for School Year 2024-25 (Ex. 3 and Ex. 4)

MSC to approve the tuition and fee increases for the next school year as presented.

SY23-24:93 Approval of Staff Salary and Benefit changes (Ex. 5)

MSC to approve staff salary and benefit changes as presented, base salary increase, and changes to the management unit table.

SY23-24:94 Approval of Business Plan for Fiscal 2024 (Ex. 6)

MSC to approve the business plan for Fiscal 2024 as presented.

SY23-24:95 Head of School Report – David Mawhinney

Of note is that the WASC committee will visit CAJ on March 5. Board members are encouraged to meet them if possible. Also, JCIS will hold a Zoom seminar on March 7 and 14 regarding upcoming regulatory changes.

MSC to accept Head of School Report.

SY23-24:96 Second Reading: Deletion of Board Policy B 2.2.2 and sub- policies B 2.2.2.1, B 2.2.2.2, B 2.2.2.3, and B 2.2.2.4

MSC to delete the following policies:

B 2.2.2 Employ staff in order of priority, when applicants are similarly qualified: (SY 13-14:62)

B 2.2.2.1 Applicants supplied by founding missions

B 2.2.2.2 Applicants supplied by other missions

B 2.2.2.3 Applicants affiliated with a mission (SY 13-14:63)

B 2.2.2.4 Applicants not affiliated with a mission (SY 10-11:154)

SY23-24:97 Second Reading: Deletion of Board Policy B 2.2.5

MSC to delete the following policy:

B 2.2.5 Inform staff that in their roles at Christian Academy in Japan they do not represent their missions

SY23-24:98 Second Reading: Deletion of Board Policy B 2.9.4

Moved to delete the following policy:

2.9.4 Fail to have board-approved guidelines for support raising. (SY 21-22:70)

SY23-24:99 Policy concerning Sexuality and Gender

David, Mawhinney reported that he, Jay Greer, and Seita Sakaguchi had met to discuss this policy. They decided to work on a statement that will express, with biblical backing, CAJ's

position on sexuality and gender. They will draft a high level policy document based on the statement. They hope to bring these to the March board meeting for full-board discussion.

SY23-24:100 Board Ends review: B1.2 & B 1.3. Board Policy review: B 3.1 & B 3.2 & B 3:3 & B 4.2

The above portions of the board policy manual were reviewed.

SY23-24:101 Referrals to Governance and Policy Review Committee

The G&PR committee was asked to consider policy around the renewal of head of school contract, including the timing and procedure, and notification of contract renewal or non-renewal.

It was acknowledged that B 4.2 will need considerable revision in light of upcoming changes in government regulations. The G&PR committee was asked to review this.

SY23-24:102 Review and Approval of Today's Minutes

MSC to approve today's minutes with the understanding that minor corrections will be made and minute numbering will be added later.

SY23-24:103 Closing Prayer

Seita Sakaguchi closed the meeting in prayer.

SY23-24:104 Adjournment

MSC to adjourn the meeting at 12:30 p.m.

Respectfully submitted, Grant Buchholtz, secretary

Signatures

_____ (seal) Daniel Sexton – Board Chair

_____ (seal) Anne Marie Smoker – Board Member

_____ (seal) Greg Swenson – Board Member