

CAJ Board of Directors Meeting Minutes

Tuesday March 12, 2024

Matsukawa Place – Harvest Hall

Attendance

Daniel Sexton (OMS)
Tiffany Neufeld (SEND)
Grant Buchholtz (ECC)
Anne Marie Smoker (CRJM)
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

Absence

Mark Bedow (supervisor auditor)

SY23-24:105 Devotions and Time of Prayer for CAJ – Taizo Morimoto

Taizo shared a devotion about inheritance from Genesis 17 and Romans 4.

SY23-24:106 Call to Order and Establish Quorum

The meeting was called to order at 9:05 a.m. A quorum was established with 9 members present.

SY23-24:107 Approval of Agenda

MSC to approve the agenda as presented.

SY23-24:108 Selection of Signers for Today's Minutes

MSC to designate Jeremy Seminoff and Tiffany Neufeld, in addition to the Chairperson of the Board of Directors, as signers for the minutes of the March 12, 2024 Board of Directors Meeting.

SY23-24:109 Finance and Audit Committee Report – Tiffany Neufeld, Vice-chair for Finance

MSC to approve Finance Committee Minutes from March 5, 2024.

SY23-24:110 Approval to update the signature card on the National Covenant Properties Deposit

MSC to approve updating the signature card on the National Covenant Properties Deposit by replacing Bryan Lewis as the signer of the account with Selwyn Chua.

SY23-24:111 CAJ Staff members Introduction, Sharing, Prayer

The board was introduced to Pam Kumate, HR Manager, and Jacquie Willson, Director of Parallel Educational Services. There was also a time of prayer for them.

SY23-24:112 Governance and Policy Review Committee Report and Recommendations – Anne Marie Smoker, Chair

MSC to approve the candidates for membership on the Board of Directors and Board of Councilors for the 2024-2026 school years:

Board of Councilors:

CRJM: Anne Marie Smoker and Jay Greer
ECC: Hydi Peterson and Grant Buchholtz
JVENTURE: Heidi Skipper and Greg Swenson
OMS: Keiko Sexton and Daniel Sexton
SEND: James (Jim) May and Chad Farmer
TEAM: Kathy Trim and Nickolas Petkoff

Member-at-large Educator: Poppy Roberts
Member-at-large Staff: Christine Iijima
Member-at-large Alumni: Phil Foxwell
Member-at-large: Mark Roberts
Member-at-large: Yoshiya (Joshua) Matsumaru
Member-at-large: Devorah Umipig-Julian
Member-at-large: Seita Sakaguchi

Board of Directors:

CRJM: Anne Marie Smoker
ECC: Grant Buchholtz
JVENTURE: Greg Swenson
OMS: Daniel Sexton
SEND: Chad Farmer
TEAM: Nick Petkoff

Member-at-large Educator: Jeremy Seminoff
Member-at-large: Seita Sakaguchi

Supervisor Auditor: Mark Bedow
Supervisor Auditor: Taizo Morimoto

Head of School (automatic member): David Mawhinney

SY23-24:113 Election of Philip Foxwell to serve as Member-at-Large Alumni Representative on the Board of Councilors for a two-year term starting July 1, 2024 and ending June 30, 2026.

MSC to approve Philip Foxwell to serve on the Board of Councilors.

SY23-24:114 Election of Poppy Roberts to serve as Member-at-Large Educator on the Board of Councilors for a two-year term starting July 1, 2024 and ending June 30, 2026.

MSC to approve Poppy Roberts to serve on the Board of Councilors.

SY23-24:115 Election of Mark Bedow to serve as Supervisor Auditor for the Board of Directors for a two-year term starting July 1, 2024 and ending June 30, 2026.

MSC to approve Mark Bedow to serve on the Board of Directors.

SY23-24:116 Election of Taizo Morimoto to serve as Supervisor Auditor for the Board of Directors for a two-year term starting July 1, 2024 and ending June 30, 2026.

MSC to approve Taizo Morimoto to serve on the Board of Directors.

SY23-24:117 Election of Jeremy Seminoff to serve as Member-at-Large Educator on the Board of Directors for a two-year term starting July 1, 2024 and ending June 30, 2026.

MSC to approve Jeremy Seminoff to serve on the Board of Directors.

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

- i. 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 first reading.

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)

c. Review data from the board evaluation of the head of school (SY 10-11:19) **DELETE**

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. This is the first reading.

SY23-24:120 Break

SY23-24:121 EXECUTIVE SESSION – Head of School Contract

SY23-24:122 Head of School Monitoring Report

MSC to accept Head of School Monitoring Report of B.2.4, Programs and Services.

MSC to recommend the edits and recommendations on B.2.4 from the head of school to the Governance and Policy Review committee.

SY23-24:123 Head of School Report – David Mawhinney

MSC to accept Head of School Report.

SY23-24:124 Policy concerning Sexuality and Gender – David Mawhinney

MSC to accept the report related to the policy on sexuality and gender that will be presented at the KPASS meeting of high school principals.

SY23-24:125 Review and Approve dates for Board of Directors and Board of Councilors meetings for 2024-2025.

- Tuesday, September 10, 2024 8:45 a.m. Board of Directors
- Tuesday, October 22, 2024 8:45 a.m. Board of Directors
- Tuesday, November 19, 2024 8:45 a.m. Board of Directors
- Tuesday, January 14, 2025 8:45 a.m. Board of Directors
- Tuesday, February 18, 2025 8:45 a.m. Board of Councilors (budget & board elections) Board of Directors after BoC meeting
- Tuesday, March 18, 2025 8:45 a.m. Board of Directors
- Tuesday, May 13, 2025 8:45 a.m. Board of Councilors (audit review, year review and board elections) Board of Directors after BoC meeting

MSC to approve the dates for Board of Directors and Board of Councilors meetings during 2024-2025.

SY23-24:126 Monthly review of board process: B.4.1.7

SY23-24:127 Other Matters Deemed Necessary (as needed)

The Missions Representative meeting has been set for Wednesday, April 17, at CAJ.

SY23-24:128 Review and Approve Today's Minutes

MSC to approve today's minutes.

SY23-24:129 Closing Prayer

Nicholas Petkoff closed the meeting in prayer.

SY23-24:130 Adjournment

Respectfully submitted, Grant Buchholtz, secretary

Signatures

_____ (seal) Daniel Sexton - Board Chair
_____ (seal) Jeremy Seminoff - Board Member
_____ (seal) Tiffany Neufeld - Board Member