

CAJ Board of Directors Meeting Minutes
Tuesday, November 14, 2023, 9:05 a.m.
Matsukawa Place – Harvest Hall

Attendance:

Daniel Sexton (OMS)
Tiffany Neufeld (SEND)
Grant Buchholtz (ECC)

Anne Marie Smoker (CRJM) (sent response to consent agenda)

Seita Sakaguchi (Member-at-Large) (sent response to consent agenda)
Gregory Swenson (JVENTURE)
David Mawhinney (CAJ)
Jeremy Seminoff (Member-at-Large and Educator)

Nicholas Petkoff (TEAM)

Supervisor- Auditors

Mark Bedow- absent

Taizo Morimoto- absent

SY23-24:33 Devotions – David Mawhinney

David shared from Psalm 127 about the importance of the Lord building the house.

SY23-24:34 Time of Prayer for CAJ

SY23-24:35 Call to Order / Determination of Quorum

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

SY23-24:36 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 November 14, 2023 Board of Directors Meeting.

SY23-24:37 Approval of Agenda

MSC to approve the agenda as presented.

SY23-24:38 Accept the resignation of Matthew Jansson from Board of Directors

MSC to accept the resignation of Matthew Jansson with deep thanks for his service.

SY23-24:39 Election of Nicholas Petkoff to replace Matthew Jansson on the Board of Directors for TEAM for the remainder of the term which ends June 30, 2024

MSC to accept Nicholas Petkoff as the replacement of Matthew Jansson to the Board of Directors.

SY23-24:40 CAJ Staff Members Introduction, Sharing, Prayer

The board was introduced to Steve Willson, Facilities Manager, and Jean Hino, Elementary School Principal. There was also a time of prayer for them.

SY23-24:44 Break

SY23-24:45 Report from Finance and Audit Committee (Tiffany Neufeld)

MSC to accept report from Finance and Audit Committee.

SY23-24:46 Second Reading: SY23-24:22 Amendment to Board Policy B.2.3.1.1.3

MSC to amend B.2.3.1.1.3 to “Non-Christian homes, where the parent(s) or guardian(s) agree to cooperate with the school’s Christian objectives, provided the applicant is not from the home of a proselytizing religious group.* The goal should be that students from non-Christian homes should make up no more than 20% of the student body. If the number of students from non-Christian homes exceeds 25% in any school division then the board must be informed promptly.” (First reading October 10, 2023 BOD meeting)

Current Reading of B.2.3.1.1.3: “Non-Christian homes, up to 20% per grade level, where the parent(s) or guardian(s) agree to cooperate with the school’s Christian objectives, provided the applicant is not from the home of a proselytizing religious group.* (SY 12-13:77)

SY23-24:47 Second Reading: SY23-24:25 of B.4.2.9.5

MSC to amend the policy to “Board minutes, including executive action, shall be approved by the board and signed by the Chair and two or more Directors elected by a mutual vote from among the directors present.” (First reading October 10, 2023 BOD meeting) *This amendment is to align with Article 20.2 of the Act of Endowment and follow the current practice of the Board.*

Current Reading of B.4.2.9.5 Board minutes, including executive action, shall be reviewed and signed by all board members present at the meeting documented by the minutes. (SY 07-08:70, SY 14-15:68)

SY23-24:48 Second Reading: SY23-24:25 of B.4.4.4

MSC to amend the policy to “Once a year a meeting will be held by the board chair to present an annual report on the state of the school, provide an opportunity to educate mission leadership on CAJ’s programs, and to gain information from the missions relevant to the board. Leaders or representatives of founding missions, missions supplying the school with personnel, missions with students at the school and missions with students in the Parallel program will be invited.” (First reading October 10, 2023 BOD meeting) *The rationale is that SSS changed its name to Parallel.*

Current Reading of B.4.4.4. Once a year a meeting will be held by the board chair to present an annual report on the state of the school, provide an opportunity to educate mission leadership on CAJ’s programs, and to gain information from the missions relevant to the board. Leaders or representatives of founding missions, missions supplying the school with personnel, missions with students at the school and missions with students in the School Support Services program will be invited. (SY 06-07:118; SY 08-09:134; SY 09-10:140; SY 10-11:158; SY 12-13:138)

SY23-24:49 Second Reading: SY23-24:25 of B.2.9.5

MSC to amend the policy to “Fail to enroll employees in the Japanese national health and pension program, as required by law.” (First reading October 10, 2023 BOD meeting) *This reflects the change of mission hire staff to direct hire staff, which requires compliance with Japanese law.*

Current Reading of B.2.9.5 Fail to have board-approved guidelines for support raising. (SY 21-22:70)

SY23-24:50 Second Reading: SY23-24:25 of B.2.1.9

MSC to delete policy B.2.1.9 (First reading October 10, 2023 BOD meeting)
The rationale is that this policy is redundant with other policies.

Current Reading of B.2.1.9 Supply for the consent agenda all items delegated to the head of school yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.

SY23-24:51 Second Reading: SY23-24:25 of B.2.3.2.3

MSC to delete policy B.2.3.2.3 (First reading October 10, 2023 BOD meeting)
The rationale is that this policy does not fit the main idea of this group of policies.

Current Reading of B.2.3.2.3 Informing parents that parents assume the primary responsibility for their children's education, with CAJ assisting them in providing Christian education. (SY 05-06: 65, 89)

SY23-24:52 Second Reading: SY23-24:25 of B.2.3.6

MSC to delete policy B.2.3.6 (First reading October 10, 2023 BOD meeting)
The rationale is the requirements of this policy are vague and unnecessary.

Current Reading of B.2.3.6 Maintain facilities that fail to provide a reasonable level of privacy, both visual and auditory.

SY23-24:53 Second Reading: SY23-24:25 of B.2.2.20

MSC to Amend policy B.2.2.20 "Consult with the Board before dismissing a staff member or declining to renew a contract." (First reading October 10, 2023 BOD meeting) *The rationale is to make this policy consistent with policy 2.2.9 regarding the hiring of principals and the Business Manager.*

Current Reading of B.2.2.20 Ensure that staff are not prevented from grieving to the board when internal grievance procedures have been exhausted and the employee alleges that board policy has been violated to his/her detriment.

SY23-24:54 Head of School Monitoring Report

MSC to accept Head of School Monitoring Report of B.2.2, Staff, and B.2.5, Head of School Succession.

SY23-24:55 Head of School Report – David Mawhinney

MSC to accept Head of School Report.

SY23-24:56 Review *Opportunity Leadership* Part 2 – Jeremy Seminoff

Jeremy led a discussion on part two of the book. Gregory Swenson has agreed to lead the discussion on part three at the January meeting.

SY23-24:57 Act of Endowment Changes - New Government Regulations in 2025 concerning Board of Councilors and Board of Directors – David Mawhinney

The board compiled a list of questions to ask Mr. Tada regarding the upcoming changes to the laws that will impact the Board of Councilors and Board of Directors.

- What are the requirements for the Board makeup? Councilors and Directors?
- What is the history of our current makeup? Are there legal requirements for this arrangement of members?
- What are the requirements for term limits?
- Would it be helpful to stagger the members and their terms? What might be the advantages or complications of this approach?
- Should the board continue to consist of the six founding missions?
- Should we ask those who have a seat if they would want to keep it? Should we ask other mission representatives their opinions on board seats?
- If we select new board members for the 2024-2026 term, is it possible for them to serve a normal term or will it have to end in May 2025, when the new regulations go into place?

SY23-24:58 Board Policy Review: B 1.1 Ends (Students), B 3.2 Unity of Control and Communication, and B 3:3 Authority and Accountability of the Head of School

The board discussed policies B.1.1, B.3.2, and B.3.3.

SY23-24:59 Head of School Evaluation Committee Establishment (B.3.3.3.3)

MSC to appoint Jeremy Seminoff and Gregory Swenson to serve on the Head of School Evaluation Committee for this fiscal year.

SY23-24:60 Discussion concerning Sexuality and Gender – David Mawhinney

David led an initial discussion on the topic of sexuality and gender. The board will need to prepare a more robust statement on this topic. David's suggestion was to create a statement, including the theological reasoning, and how it would be implemented.

SY23-24:61 Any other matters

SY23-24:62 Monthly review of board process: verbal (B.4.1.7)

SY23-24:63 Review and Approval of Today's Minutes

MSC to approve today's minutes.

SY23-24:64 Closing Prayer

Nicholas Petkoff closed the meeting in prayer.

SY23-24:65 Adjournment

Respectfully submitted, Grant Buchholtz, secretary

Signatures

| | |
|-------|---------------------------------------|
| _____ | (seal) Daniel Sexton - Board Chair |
| _____ | (seal) Grant Buchholtz - Board Member |
| _____ | (seal) Tiffany Neufeld - Board Member |